

Job description



Job title: Maintenance Technician

Responsible to: Home Manager

Our Values

- ❖ Fulfilling Lives is our core purpose
 - ❖ Every one of us makes a difference is the belief that drives us
 - ❖ Caring, Passionate and Teamwork are the values that underpin everything we do
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Job Summary

To ensure the home's premises and grounds are maintained to a high standard and provide the residents with a safe, comfortable and pleasant environment in which to live and for colleagues to work. Maintain all records in accordance with Company policies, procedures and guidelines.

Key Responsibilities

- Key responsibilities of this role and a schedule are set out in Appendix A. This is subject to regular review and appropriate modification. The latest version with timescales frequency can be found on the Care UK intranet which should be reflected in the relevant logbook held on site.
- Carry out all tasks in accordance with Appendix A.
- Act as the point of communication between the Helpdesk, contractors and the Home Manager, the Property Maintenance IT system using emails, phone calls and meetings as required.
- Be aware of maintaining resident's privacy and to communicate with the nursing team should works be required which will affect resident care.
- Where necessary and under the direction of the Home Manager, assist in the collation of performance indicator data/evidence.
- When necessary supervise on-site contractors, inspectors, etc.
- Update Work Orders and download certification.
- Attend mandatory training days on or off site as required and take part in the annual appraisal process.
- Attend team meetings as and when required.
- Work closely with leadership team colleagues and keep the home manager informed of any issues as and when necessary.

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call Regional Director.

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 2018 and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

- ❖ This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
- ❖ This job description is subject to regular review and appropriate modification.

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general standard of education 	<ul style="list-style-type: none"> • ONC Building Construction or equivalent • PAT
Experience	<ul style="list-style-type: none"> • Relevant building maintenance experience 	<ul style="list-style-type: none"> • Experience gained in a care home environment
Technical Skills	<ul style="list-style-type: none"> • A sound understanding of Health & Safety Regulations and Approved Codes of Practice, including COSHH and risk assessments • Basic email and IT skills 	<ul style="list-style-type: none"> • Water Hygiene Tests • Basic plumbing • PAT Testing • Fire safety checks
Personal Qualities	<ul style="list-style-type: none"> • Committed to communicate with residents, understand their needs and go the extra mile to deliver customer satisfaction • Creates/maintains good working relationships with colleagues and contractors • Good written/verbal communication skills • Shares ideas with others to make improvements • Keen to learn and improve own performance • Has a 'can-do' attitude to work • Enjoys working effectively as part of a team 	

Appendix A

Detailed Schedule of Work

Maintenance Technician

1. Health and Safety

When at work it is important that you take care of yourself and others who may be affected by what you do or fail do.

Specifically you need to:

- Familiarise yourself with:
 - the health and safety policy
 - risk assessments and safe working procedures relevant to your work and comply with the requirements set out and raise any concerns with your manager
- Follow the safety rules relevant to your job and work place
- Not undertake or authorise any activity which places any person in danger, or is in breach of legal health and safety requirements
- Know the emergency procedures and arrangements for the location where you work
- Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided
- Not use any machinery or equipment unless you are trained to do so
- Not use defective equipment or misuse equipment
- Wear personal protective equipment issued appropriate to the task
- Look after personal protective equipment and report loss or damage to your manager
- Report any safety problems, hazards, accidents or near misses to your manager or the person in charge
- Not work under the influence of alcohol or drugs

2. Maintenance Overview

- At the start of each day:
 - check Maintenance Book for defects reported by colleagues and repair or contact the Helpdesk as agreed by Home Manager
 - undertake a walk-round to visually check for faults and hazards
- Identify, and complete, planned checks as described in the Facilities Manual and Maintenance IT system. These include, but are not limited, to those described in the *Key Responsibilities* (below)
- Record the completion of planned tasks in the Facilities Compliance Manual and on the IT system, where appropriate, and report faults to the Helpdesk
- Familiarise yourself with the contractors and their responsibilities
- Under-take a pre-weekend check of lights, and heating
- Undertake decoration as agreed with the Home Manager
- Use and maintain the equipment provided in a safe and secure manner
- Carry out all tasks that may be reasonably assigned to you

The schedule below is subject to regular review and appropriate modification. The latest version with timescales frequency can be found on the Care UK intranet which should be reflected in the relevant logbook held on site.

Water Hygiene and Safety

- ensure all planned maintenance tasks have been completed either by internal or external resources and appropriate certification is up to date and available
- flush infrequently used outlets
- test water hot and cold outlet temperatures
- check hot and cold water distribution system for damage, leaks
- check and undertake basic repairs to sanitary fittings

Fire Safety

- ensure all planned maintenance tasks have been completed either by internal or external resources and appropriate certification is up to date and available
- test fire alarm system, carbon monoxide detectors, automatic door closers
- check escape routes inc doors and stairwells
- check and adjust as required internal and external fire doors
- check portable fire extinguishers, fixed fire fighting equipment, evacuation equipment, access control systems, sprinkler systems, fire-related signage and checklists
- induct new starters in basic fire safety
- assist home manager in carrying out fire drills

Electrical Systems and Safety

- ensure all planned maintenance tasks have been completed by the approved person(s) and appropriate certification is up to date and available
- check electrical items for damage and undertake and record annual PAT
- replace bulbs and starters

Heating

- ensure all planned maintenance tasks have been completed either by internal or external resources and appropriate certification is up to date and available
- check and record room temperatures
- check plant rooms are working properly, inc CHP
- check heating system for leaks/damage and radiator covers are in place

Ventilation/Cooling

- ensure all planned maintenance tasks have been completed either by internal or external resources and appropriate certification is up to date and available
- check operation, and clean toilet, shower, bathroom, bedroom fans
- check operation of kitchen and laundry ventilation system
- clean internal air-conditioning and room ventilation filters

Building Fabric

- check window restrictors
- check carpets for trip hazards
- check windows, internal/external doors (inc power assisted) for operation, damage
- check guttering, downpipes and roof slates (from the ground)

Fixtures, Fitting and Equipment

- check bedrails, grab-rails, beds and wheelchairs are in good condition
- check CCTV induction loop operation

General Repairs

- undertake decoration as agreed with the Home Manager
- carry out all necessary remedial works (repairs) as required

General

- ensure the contractors logbook is up to date
- check ladders are in good condition
- keep Care UK tools and equipment in good order, and calibrated where required
- take delivery of incoming items (exc. kitchen) and store appropriately
- ensure all storage areas (exc. kitchen) are clean, tidy and secure