

JOB DESCRIPTION

Job Title:	Building Maintenance
Responsible to:	Home Manager / Team Leader
Salary:	

Main Purpose of the Role

- To undertake general day to day maintenance and repairs to Brook Meadows House.
- To complete weekly checks for the fire register e.g. Fire alarm call points and recording all findings in the Fire Register book.
- To undertake regular Health and Safety checks in the services (water temperature checks etc) and report any concerns / faults to the management team and Building Repairs where appropriate (SBC). Carry out monthly health and safety audits.
- All employees are expected to report and respond to any and all cases of suspected abuse in line with the SET (Southend, Essex & Thurrock) Safeguarding Vulnerable Adults Guidelines.

Main Responsibilities of the Role / Duties

- Report all health & safety concerns to the management team, and Building Repairs where appropriate (SBC).
- Liaise with external contractors / suppliers, as required.
- Changing light bulbs and ensuring other fixtures and fittings are in good working order.
- Changing fuses in plugs, visual inspection of leads.
- Minor plumbing tasks, unblocking sinks etc. (Not including mains hot and cold water supplies).
- Basic carpentry, putting up shelves.
- Moving furniture or equipment.
- Assembling furniture or equipment.
- Garden / landscape installation and maintenance.
- Footpath maintenance e.g. snow clearance and gritting in winter.
- Painting and decorating knowledge.
- Clearing gutters.
- PAT testing (training to be provided).
- Maintaining property exterior through the different seasons
- Emergency cleaning of bodily fluids.
- Monitoring of equipment and building servicing.

- Keeping a running inventory of all cleaning supplies and submitting purchasing requests when supplies get low. Storing equipment and supplies safely.
- Have an awareness of SBC guidelines / Southend Care Ltd expectations when completing tasks.
- All HEATING, ELECTRICAL and PLUMBING issues must always be reported to the management team and Building Repairs where appropriate (SBC). **On no account must this work be completed by the handyman.**

Contacts

- Work with staff teams and external agencies on a day-to-day basis.

Work Environment

- Primarily at Brook Meadows House but may need to assist at other locations where needed.
- Needs to be able to respond to changing events daily, in a proactive and responsive way.
- The role involves some lifting and carrying.

Resources

- Ensure the welfare of the Residents is maintained.
- Ensure the security of the Home is maintained.
- Responsible for ensuring equipment and tools are safely stored and in good order.
- Protective clothing such as gloves, overalls and goggles to be provided and worn.

Standard Phrases

- Ensure a work environment that protects peoples' health & safety and that promotes welfare, and which is in accordance with the Company Health & Safety policy.
- To undertake any other duties, as may be required, which are appropriate for posts up to and including the grade of this post.
- To be familiar with Equal Opportunities Good Practice and with the Company requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
- This role requires a DBS from the Disclosure and Barring Service.
- Participate effectively in regular formal structured supervision and appraisal and to attend staff meetings and training, when required.

Person Specification

Essential

- Willingness to undertake training relevant to the post.
- Good interpersonal skills.
- Ability to resolve problems and adhere to health and safety guidelines.
- Ability to work effectively alone or within a team.
- Understanding of fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building and to the ability to report or act appropriately.
- Strong verbal and written communication skills.

Desirable

- Knowledge of The Control of Substances Hazardous to Health Regulations (COSHH)
- Car driver, with own transport available for use - mileage will be paid.
- Understanding of Safeguarding Vulnerable Adults Guidelines.
- Computer skills.
- Experience of carrying out Health and Safety audits.