

Job Title: Maintenance Officer

Line Manager: Maintenance and Property Manager

Job Description:

This is a summary of the key tasks and responsibilities of the Maintenance Officer and is not intended to be an exhaustive list. According to the development and requirements of Julian House, job descriptions may need to be reviewed and updated periodically after consultation with the post holder.

Summary:

This role will involve responsive as well as planned maintenance and repairs for buildings that Julian House manage.

Duties:

- Painting and decorating
- Plastering/patching
- Lock changes
- Hanging doors
- Basic carpentry skills
- Bathroom/ kitchen repairs
- Basic brick and block work
- There is a requirement to use step ladders and work at height.

Responsibilities:

- Conduct on site assessment of repairs.
- Report back any maintenance problems that had not been reported initially.
- Specify and order materials and equipment when required.
- Respond to and resolve emergency repairs within set timeframes.
- Ensure Julian House procedures for maintenance and repairs are followed.
- Be willing, on occasion, to travel to properties across the Southwest of England.
- To escalate safeguarding concerns in line with Julian House Policy.
- To ensure that the work van is road worthy and maintained to a good standard.
- To ensure sites are left clean and tidy after the work has been completed.

Health & Safety:

- To ensure equipment is used safely and maintained to a safe standard.
- Ensure effective and appropriate use of PPE.
- To apply control measures in risk assessments applicable to the role.
- To ensure work is consistently done to a safe standard and to report back any concerns where there are hazards at sites.
- To report accidents/ incidents in line with Julian House Policy.
- To ensure all work is done in line with H&S regulations and Julian House policies.

Behaviour

- To have a positive approach to problem solving and always look for solutions.
- To be resilient.
- To be able to work independently and take the initiative.
- To consistently meet work-based targets.
- To be able to work alongside clients of Julian House who have complex and challenging behaviour.
- To maintain and respect professional boundaries.
- To be flexible and adaptive when there is a change in plan.
- To ensure a consistent professional approach when attending all sites and engaging with internal and external stakeholders.
- Ability to follow planned maintenance schedules and instructions.

Knowledge, skills and Experience

- Previous experience of property maintenance or experienced in a trade with the ability to work across a number of trade disciplines to a good standard.
- Awareness of Health and Safety and the ability to work in compliance with key H&S regulations.
- Good people and communication skills.
- Working collaboratively, updating on progress and any issues.
- Experience of prioritising workload to meet competing deadlines without close supervision.

Technical Requirements

- Wide knowledge and experience of building maintenance and repairs; including carpentry, painting and decorating, and plumbing.
- Numerate and literate.
- Clean driving licence.
- IT literate.