

Job Description

Title: Maintenance Assistant 1

Location: Police Treatment Centres, St Andrews

Department: Estates

Reporting To: Facilities Manager

Job Summary

To deliver maintenance and improvements of grounds, buildings, systems, and equipment to high standards in line with the charity's maintenance policy. Assist with all general maintenance duties of the site as commensurate with the role, including caretaking responsibilities, through to skilled works on either plumbing and heating or electrical installations.

Duties and Responsibilities

1. Utilising skills/knowledge to undertake work within skill level (M1 which should include either: Gas Safe or Edition 17 qualification). Prioritise repairs in line with the maintenance policy under the direction of the Facilities Manager.
2. To have a proactive approach to maintaining buildings to high standards, both internally and externally. Maintaining records of repairs and maintenance in line with the Charity's maintenance policy and current legislation.
3. To possess excellent communication skills liaising with all departments to complete works causing minimum disruption and assisting housekeeping by working in a very clean and tidy manner, cleaning up fully after any works.
4. Operation of the building's intruder/fire alarm/heating and HVAC systems – including monitoring according to current legislation and maintenance schedule.
5. Liaising with external contractors for scheduled/emergency work, outside post holder's remit/qualifications, in the absence of the Facilities Manager
6. Having a people first approach, as part of The PTC team, making sure that The PTC's guests and patients have the best possible experience and that any issues they may have, are promptly and efficiently resolved; ensuring a high standard of customer care in a personable manner. Reporting serious complaints, actions or problems to the Facilities and Centre Manager.

7. Along with the rest of the maintenance team ensuring that all statutory roles are completed, and all regular tasks are undertaken – from legionnaires checks to emptying bins and inspecting PTC vehicles.
8. Driving duties are required using The PTC vehicles, including use of a trailer.
9. Helping ensure the site is accessible by treating roads, pathways and steps in inclement weather and power washing when slippery.
10. To observe all fire/health and safety /COSHH regulations, promote good safety habits and have a full awareness of all fire and evacuation procedures
11. Observe all the Charity's polices and regulations
12. To maintain a high standard of personal hygiene with special attention to appearance
13. Ensure achieve required level of competency, skills and qualification in their field i.e. Gas Safe/Edition 17 Electrical.
14. Any other duties as required for which the employee is suitably qualified and trained to undertake.

The purpose of this document is to act as a guide to the duties which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competencies of the post holder. The job description from time to time may be subject to review and change following consultation with the post holder(s).

Name: **Date**.....

Signature

PERSON SPECIFICATION

Post: Maintenance Assistant 1

Location: St Andrews

| Criteria | Essential | Desirable | Evidence |
|--|--|--|----------------------|
| Education/Qualifications: <ul style="list-style-type: none"> • Good general level of education including GCSE Maths and English (Grade C/Level 4 minimum) • Gas Safe qualified heating engineer/17th Edition qualified electrical engineer | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application Form |
| Knowledge & Experience: <ul style="list-style-type: none"> • Confident problem-solving skills • Knowledge of facilities maintenance and working in a multi-skilled environment • Time served in a relevant trade (plumbing/electrical) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Interview/References |
| Skills/Abilities: <ul style="list-style-type: none"> • Physical ability to lift objects of various sizes and climb ladders • Able to react using own initiative • Able to prioritise workload • Basic IT skills including excel • Team player with ability to work alone as required | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Interview |
| Personal Qualities: <ul style="list-style-type: none"> • Personable and approachable • A good communicator • Maintains a good standard of personal hygiene and appearance • Tidy and organised worker | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Interview |
| Other Information | PTC will make every endeavour to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability. | | |
| | PTC positively welcomes applications from all sections of the community. | | |