



## JOB DESCRIPTION – SENIOR MAINTENANCE WORKER

<b>Job Title:</b>	Senior Maintenance Worker
<b>Employed by:</b>	Saltbox
<b>Based at:</b>	Unit 708, Centre 500, Lowfield Drive, Newcastle under Lyme, ST5 0UU
<b>Salary:</b>	£22,950
<b>Hours:</b>	Full Time: 35 hours - Monday to Friday 9am - 4:30pm – some flexible working may be required
<b>Responsible to:</b>	Property Services Manager
<b>Responsible for:</b>	Co-ordination and support of the maintenance team. Undertaking minor repairs and maintenance of Saltbox properties
<b>Contract:</b>	Permanent Contract
<b>Recruitment:</b>	This post is subject to a satisfactory DBS and references

### Purpose of the Role

To support the Property Services Manager to ensure high standards of maintenance and repairs of Restart Houses. To work within the wider Restart maintenance, domestic and support worker teams, planning maintenance schedules and undertaking maintenance activities and repairs, as required.

### Summary of Main Duties:

- a) To co-ordinate the maintenance team daily activity, allocating jobs and scheduling works
- b) To carry out maintenance and repairs to Saltbox properties ensuring a high quality service is provided
- c) Routinely inspecting and reporting on the standard of properties, planning and implementing remedial action where required
- d) To facilitate effective maintenance team activity, equipping and supporting where required

### Key Areas of Responsibility

- Deal effectively and safely with repairs and maintenance ensuring timely responses are made and properties are safely and securely maintained

- Daily allocation of job sheets for the maintenance team and monitoring of these to ensure timely job completion
- To carry out agreed maintenance work to a satisfactory standard, which may include work such as plastering, basic joinery, basic building work, decorating work etc
- Ensure that room turnarounds are completed within agreed timescales
- To deputise for the Restart Property Services Manager when required
- To provide support and guidance to the Maintenance Team, including induction and training for new starters
- Support the Restart Property Services Manager in continuing to enhance the quality of our accommodation
- To work with all staff to continually raise the standard of Saltbox properties
- To monitor and ensure the completion of Health and Safety Checks for properties consistently
- Work in conjunction with the Client Development Officer to facilitate, supervise and support effective volunteering opportunities for Clients when appropriate
- Liaise in a timely manner with landlords regarding repairs to properties, ensuring that required actions are completed as quickly as possible
- To work collaboratively as part of the wider Restart team, with partners, communities and people of all faiths and none
- To effectively communicate and make sure that accurate information, data and advice is available when required
- Check that all tools or stores items are accounted for at all times so that security is maintained
- To ensure all resources are well managed, safe to use, maintained in good condition
- Monitor and complete documentation accurately, electronically, for all work carried out ensuring quality systems are followed
- To assist with furniture deliveries and installations in Saltbox properties
- To assist with the purchase of agreed materials for the purpose of maintenance work and in line with the maintenance schedule, completing all necessary documentation
- Report to appropriate person all unsafe conditions, damage, near misses – whether or not there are any personal injuries, in order that remedial action can be taken
- To work alongside clients and volunteers who are part of the Restart service

- To complete all necessary records electronically, including timesheets, expenses forms, volunteering information, health/safety information etc

### **Other Duties**

- To undertake such other duties as may be required by the Restart Management Team
- To adhere to Saltbox policies and procedures
- To attend staff meetings, one to one supervision and training and development meetings in accordance with operational requirements
- To undertake further training as required by your line manager



### Person Specification for Senior Maintenance Worker

Requirements		Essential	Desirable
<b>Skills / Knowledge / Experience</b>	Experience of carrying out a wide range of repair and maintenance work	√	
	At least 2 years experience in a position of leadership, for example, Team Leader, Co-ordinator etc	√	
	A proven ability of working with ex-offenders. Experience and understanding of issues facing vulnerable adults and their families	√	
	Ability to work under pressure, prioritising different areas of work according to need and producing work of a high standard	√	
	Qualification in a relevant trade e.g. plumbing, joinery or electrical		√
	To be accurate and give attention to detail	√	
	To be able to complete necessary documentation electronically eg: time sheets, health/safety information, expenses claims	√	
	An interest in people and a commitment to helping others	√	
	To have experience of working with vulnerable adults		√
<b>Personal Qualities</b>	Committed to providing an excellent customer service with high standards of quality	√	
	Enthusiastic person with a good and pleasant manner, with the ability to get on well with others	√	
	Basic IT skills	√	
	Organised, methodical and consistent in approach	√	
	Self motivated with the ability to work alone as well as part of a team	√	
	Respect for client confidentiality	√	
	A non-judgmental attitude regardless of the client's needs or situation	√	
	To be willing to work flexibly within a developing environment with a 'can do' attitude	√	
	To be able drive with own transport To be able to drive a transit van	√	



## **Other Information:**

### **Saltbox: Restart:**

Restart provides supported housing for those who are homeless or at risk of homelessness to make changes towards a better life. Our Clients have multiple and complex needs.

Saltbox is an organisation with Christian values and principles. Saltbox services support those with all faiths and none. It is not a requirement to be a Christian to work for Saltbox, however staff are expected to behave in accordance with our Values and Guiding Principles which are detailed below:

### **Values:**

Our message to individuals, communities and organisations is:

- You are valuable
- You have purpose
- You can be forgiven
- You can trust
- You can serve
- You can make a difference

### **Saltbox's Guiding Principles:**

1. We are an organisation with Christian values & principles
2. We aim to make a difference to communities & to see individual lives transformed
3. We seek to work in partnership & seek collaborative opportunities to strengthen communities
4. We strive to be caring, professional & hardworking at all times