

Freeways Trust

Job Description

Job title: Caretaker & Maintenance Operative

Service: Maintenance

Location: Freeways Head Office, Abbots Leigh but required to travel to all Freeways Trust sites as necessary.

Accountable to: Property Manager

Job Purpose

To carry out a caretaking role at Freeways Head Office (currently based at Leigh Court) this encompasses security procedures, grounds maintenance and other routine maintenance, repairs, cleaning and associated duties at Head Office.

To carry out routine and reactive repairs and maintenance of buildings, grounds and equipment across Freeways trust (excluding any work involving mains electricity or gas) as directed by the Property Manager.

Key Responsibilities and Objectives

Caretaker duties at Head Office

- Maintain security at Freeways Head Office, this includes routine and non-routine opening and closing of the offices and responding to alarm activation in accordance with the established procedure.
- Maintain the grounds and car parks at Freeways Head Office (including hard and soft landscaping) ensuring safe access to the premises in the event of snow, ice or other severe weather conditions.
- Carry out routine and reactive maintenance and repairs at Freeways Head Office.
- Assist with the setting up and clearing down of bookings in the Courtyard, including arranging furniture and equipment, preparing catering requirements and cleaning.
- Ensure that utility service areas (e.g. plant room and oil tank areas) are kept clean and tidy ensuring clear access to all services (e.g. oil, electricity, sewerage and water). Monitoring and ordering heating oil plus services required to maintain the Biomass sewerage plant.

Maintenance and repairs

In accordance with agreed areas of competence:

- Carry out planned and reactive repairs and maintenance duties of buildings and equipment as identified by the maintenance log and/or as directed by the Property Manager. Seeking to determine the most cost effective and expedient solution.
- Assigned tasks from the maintenance log to be updated on a daily basis.
- Carry out routine garden maintenance (e.g. grass cutting and hedge trimming) across the service as required.
- Refer any repairs and maintenance issues that go outside agreed competencies or budget level back to the Property Manager.
- Carry out planned preventative maintenance checks on all fire doors, throughout the service and maintain an up to date record of these checks.
- Carry out/ assist with furniture assembly, removal, rearrangement across the Trust.
- To undertake any other related tasks that might reasonably be requested by the Property Manager.
- Some tasks may require appropriate use of Personal Protective Equipment (PPE)

Budgetary responsibility

- The post holder also has use of certain account cards to purchase items to carry out repairs and maintenance duties. Due regard, in securing best value should be considered when making such purchases. The maximum expenditure on account is £250.

General

- To ensure that all works are undertaken in a safe manner in accordance with good practice and current legislation.
- To carry out, all work in a courteous and professional manner to ensure that the reputation and standing of Freeways and Freeways Trust is positively promoted.
- To observe and comply with Freeways and Freeways Trust policies and procedures including health and safety.
- The company vehicle provided to fulfil the role is for business use only.

Additional Responsibilities

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Post holders may be asked to undertake any task commensurate within their pay band.

All job descriptions will be subject to review as appropriate and may be altered in line with the requirements of the post. Any proposed changes will be discussed with the post holder prior to change.

Person Specification – Caretaker & Maintenance Operative

Shortlisting will be based on the criteria listed below, which are derived from the Job Description. Applicants should therefore explain in their application how they think they meet each criterion using relevant examples from previous work experience and community/voluntary/leisure activities, as appropriate.

Requirements:	Essential/ Desirable	Assessment Method
<p>Qualifications:</p> <ul style="list-style-type: none"> • Good standard of literacy and numeracy 	E	Application/ Interview
<p>Skills and abilities:</p> <ul style="list-style-type: none"> • Basic computer skills • An ability to undertake a wide range of maintenance activities including carpentry, plumbing and decorating • Good communication skills to liaise effectively with a range of colleagues • Ability to be proactive and self-motivating within team and working independently. • Ability to appropriately prioritise tasks 	E E E E E	Application/ Interview Application/ Interview Interview Interview Interview
<p>Knowledge/Understanding of:</p> <ul style="list-style-type: none"> • Working within a health and social care setting • Health and safety legislation • Confidentiality and data protection 	D D D	Interview Interview Interview
<p>Experience:</p> <ul style="list-style-type: none"> • Trade background 	D	Application/ Interview
<p>Other factors:</p> <ul style="list-style-type: none"> • Full Driving license (as required to drive company vehicle) 	E	Application