Job Description

Job Title - Facilities - Maintenance Officer

Reports To

Support Services Manager

Job Purpose

To play a vital role in maintaining a safe, comfortable, and welcoming environment for our residents, visitors, and staff. This hands-on position is ideal for a skilled and proactive individual who takes pride in delivering high-quality maintenance and ensuring our facilities operate to the highest standards.

The role includes general DIY and maintenance including basic carpentry, plumbing, replacement of tiling, replacement of flooring and painting and decorating. This also includes regular checks and assessments of both public and private areas, liaising with domestic staff, kitchen staff, care staff and nurses performing jobs when required.

MAIN TASKS:

• Check maintenance logs daily and complete any tasks requested overnight / weekends

• Installations, inspections, diagnosing faults, testing, replacement, repair and maintenance of building, fixtures and fittings.

• General plumbing including washers, taps unblocking toilets, unblocking drains.

• Basic carpentry such as new locks, architrave, boxing in, assembling furniture, easing & adjusting windows, replacing handles and similar hardware.

• General painting and decorating

• Basic electrical maintenance such as changing light bulbs

• Identify hazards, defects and the need for adjustment or repair; to ensure compliance with any regulations, law, working practices and Health & Safety

• Liaising with domestic staff, kitchen staff, care staff and nurses performing jobs when required.

• Carry out planned tasks in accordance with contract/agreed requirements

• Carry out tasks within agreed time limit

• Ensure compliance to agreed codes, legislation, and procedures including Health & Safety

• Maintain accurate records/documentation associated with your work

• Immediately report problems/failures that may impact on the Towell House and/or its patients/residents and staff

• Adhere to the Towell House Policies and Procedures

• Ensure water temperatures are checked monthly for safety and recorded in appropriate log.

• Ensuring fire alarm is tested every week and record maintained in appropriate log.

• Ensuring emergency lights are tested monthly

• Ensuring wheelchairs are checked for safety and washed regularly

• From time to time you may be expected to be part of special projects as are reasonably required of your job role

• You are responsible for your allocated workload and must meet all targets as agreed with the Support Services Manager and Registered Manager

• Your usual work hours will be 30 hrs per week. However, you will be expected to as and when necessary to meet the needs of the home

EQUIPMENT:

You are responsible for the equipment provided to you for use in your job role. This means you must ensure that equipment is used in accordance with training provided, all the Towell House policies and procedures and the law and using, where applicable, any safety equipment or PPE provided. You are responsible to ensure that equipment is maintained and can be used/operated at all times. You must ensure that equipment or tools supplied by the Towell House or personal are stored safely at all times.

SPECIAL WORKING CONDITIONS:

You may be expected to work in accordance to the Towell House policies which may include weekend and on-call duties.

The nature of your role will require you to sometimes be called out of normal working hours.

PERFORMANCE MANAGEMENT:

All employees have a responsibility to participate in regular meetings and annual Appraisal with their Manager and to identify Performance Standards of the Post. As part of the Appraisal process every employee is responsible for participating in identifying their own training and development need to meet those Performance Standards.

HEALTH AND SAFETY AT WORK:

It is the responsibility of all employees to take reasonable care for the health and Safety of themselves and other people who may be affected by their actions at work.

EQUAL OPPORTUNITIES:

Towell House is committed to being Equal Opportunities Employer and welcomes applications from people irrespective of age, gender, race, disability, ethnic origin, sexual orientation, and religious background.

CONFIDENTIALITY:

Your attention is drawn to the confidential nature of information collected within Towell House establishments.

The unauthorised use or disclosure of patients or other personal information is gross misconduct and may result in disciplinary action in accordance with Towell House Disciplinary Procedure and, in the case of computerised information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.