

OUTLOOK CARE

Property & Maintenance Operative St. George's

Role title	Maintenance Operative
Location	St. George's Care Home, Witham with occasional travel to other services as required
Reporting to	Home Manager
Responsible for	n/a

Role purpose
To work under the direction of the Home Manager to provide a high quality and effective maintenance and repair service that meets residents', staff and visitors needs and ensure a safe, compliant, and pleasant home environment. The role is responsible for the upkeep and maintenance of the St Georges site including all mechanical and electrical systems, specialist equipment and all its general contents as well as carrying out minor repairs such as furniture and equipment, plumbing repairs, including unblocking sinks, toilets and drains when necessary and minor electrical repairs, i.e. fuses, light bulbs, damaged sockets and call bells. The role will support the Home Manager in being the H&S lead at the site and responsible for carrying out checks and inspections in line with guidelines and legislation, maintaining H&S records for inspection by external bodies including CQC and internal audits.

Key outcomes
• At the commencement of each day check maintenance books/log in the home and carry out or plan repairs required or contact relevant contractors/engineers to complete. • Complete all in-house checks, on a daily, weekly, monthly, quarterly and annual basis as required. • Undertake repairs and maintenance to all area within limitations. • Undertake basic electrical checks (PAT's testing) maintaining records of annual checks and ensuring labelling is legible and correct. • Keep the grounds free of litter. • Ensure that fire alarms and emergency lighting is tested and recorded as directed and appropriate action taken if required. • Working in line with the organisation's Health & Safety policies and comply with H&S law. • Ensure all works are undertaken in a safe manner in accordance with good practice and H&S. • Ensuring that all other H&S inspections and checks are carried out to meet necessary legislation, environment and health and safety standards. • Meet health and safety standards by carrying out duties in line with risk assessments, regulations and relevant procedures and maintain records. • Maintaining equipment, tools, plant machinery in a safe, clean, good condition and secure manner, liaising with external suppliers and contractors. • Manage and undertake routine inspections of the environment. • Pre-weekend check and security checks i.e. lights etc. prior to weekend or bank holidays. • To ensure deliveries to the home are safely stored and checked.

- To ensure all storage areas are clear and tidy and security is maintained.
- Report equipment faults to the relevant service contractor and follow up repairs.
- Undertake general touch up and redecoration works.
- Inspect all rooms on vacation and to make good any damage and paintwork prior to new resident's arrival, remedy any maintenance issues.
- Move, assemble, and repair furniture as required.
Ensuring that the grounds are kept tidy and safe, walkways and fire escapes are kept clear, ensure that shrubs, bushes and hedges are pruned and the site generally weed free and tidy including maintaining and keeping the bin store area clean and tidy.
- Apply grit/salt to external areas in snow and icy conditions.
- Use and maintain the equipment provided in a safe and secure manner.
- Ensure that all deficiencies in security and safety are reported to the Home Manager.
- Manage contractors on site, ensuring that H&S requirements are met and monitoring performance.
- Checking completed works by contractors and that this has been completed satisfactorily and following up on any deficiencies.
- Contribute to the wellbeing of residents by maintaining the environment and facilities to a high standard and liaise with residents and staff ensuring they are kept informed on the nature and duration of works to be undertaken.
- Ensure safety of residents and premises through reporting and recording of all emergencies, incidents, and accidents in accordance with Outlook Care procedures.
- To be aware of maintaining resident's privacy and to communicate with nursing staff should works be required which will affect resident care.
- Ensure that the facilities work, H&S and associated tasks are completed in a timely manner.
- Assume some responsibility for purchasing and budget management within delegated authority level.
- To liaise with the Facilities Manager and Home Manager to discuss maintenance issues, re-decoration etc.
- To undertake any other related duties, consistent with the job description as reasonably required by the Facilities Manager, Home Manager or Senior Management.
- You should be prepared to give advice over the phone or come into work for out-of-hours emergencies.

Person specification	
Experience, qualifications and specific knowledge required	• A good standard of general education including English with a relevant qualification is desirable. • Ability and knowledge to carry out maintenance inspections. • A knowledge and understanding of health and safety regulations. • Experience of supervising or managing staff • Previous experience as a maintenance operative type works, carrying out repairs and maintenance in various trades to a high standard. (Plumbing, carpentry qualification desirable). • Minimum of an NVQ or equivalent training /qualification in plumbing, carpentry, ground works. • Relevant skills in using a range of hand tools, equipment powered hand tools and light machinery. • Landscaping experience desirable. • The ability to work unsupervised and on own initiative and complete tasks within a timescale. • The ability to plan and organise own work.

	• Previous experience working with health and safety regulations in the workplace, including fire regulation compliance and COSHH legislation. • Basic IT skills • Working in a care home type sector or understand the specialist needs of older people. • Infection Control and understanding of COSHH • Ability to maintain confidentiality is essential in relation to residents, their families, friends and to Outlook Care • Understanding of the requirements of working in a CQC regulated environment • Understanding of Safeguarding • Understanding of Data Protection and GDPR requirements
Other role specific requirements	• Working within a service that requires political sensitivity. • Able to work flexibly with some unsociable hours. • Prepared to give advice over the phone or come into work for out-of-hours emergencies. • Undertake other such duties as may be reasonably required by senior management. • For all posts an ability to perform manual handling is required. • A driving licence and access to a vehicle would be desirable. • Ability to work outside in all weather conditions. • Ability to work at height safely • Work in accordance with Outlook Care values at all times