

JOB DESCRIPTION

Job Title: Maintenance Assistant (Temporary)

Contract : Fixed Term until 31st December 2021

Post Reference No: MA/09/21

Hours : 37.5 hours per week (full time) – 5 days out of 7 on a rota basis

Reports to: Maintenance Manager

Salary : £5.50 p/h - £9.55 p/h depending on age

POSITION SUMMARY:

Assisting the Maintenance Manager with maintenance efforts across Ufford Park including maintenance activities for the upkeep of buildings inside and out, landscapes, vehicles and staff offices.

Main Responsibilities / Key Accountabilities:

- Assist the Maintenance Manager with inspecting the entire hotel complex regularly to ensure it meets safety standards
- Assist the Maintenance Manager with ensuring the employer property buildings and grounds are kept up.
- Take instruction from the Maintenance Manager regarding any improvements to be made throughout the hotel complex
- Following maintenance schedules as instructed by the Maintenance Manager
- Assist the Maintenance Manager when instructed with the weekly testing of the hotel fire alarm system
- Respond to emergency calls for maintenance issues
- Perform troubleshooting to solve minor repair issues
- Assist the Maintenance Manager with liaising with external contractors / service agreements etc
- Contact and schedule repairmen and extra help as needed
- Perform administrative tasks as required by the Maintenance Manager
- Assist the Maintenance Manager with delegating tasks to meet maintenance schedule and satisfy employer needs
- Assist the Maintenance Manager with finding ways of reducing hotel operating costs and reduce energy
- Assist the Maintenance Manager with fortnightly general maintenance in the Health Club and Thermal Suite
- Attend training courses (compulsory /statutory)
- Be aware of and whenever possible work under C.O.S.S.H. guidelines using any protective clothing provided when using cleaning products.
- To use and store all chemicals in a safe and responsible way.
- At all times be aware of the Company and Statutory regulations
- Always be aware of Government Health & Safety Laws
- Undertake any reasonable requests from the Maintenance Manager, Management or Directors
- Observe all statutory and company regulations

Planning and Organisation:

- Be able to prioritise daily reactive maintenance tasks
- Organise workload in the absence of the Maintenance Manager

Decision Making and Use of Judgement:

- Be able to make decisions and use judgement for all daily reactive maintenance tasks.
- Be able to make decisions and use judgement in the absence of the Maintenance Manager

Essential Internal and External Relationships:

- Must be able to work alone or with other members of the Maintenance team, and when required members of staff from other Departments
- Must understand the importance of team building with one's own department and inter-team building across the hotel's departments to ensure good working relationships are maintained
- Must be able to build good working relationships with external contractors

EMPLOYEE SPECIFICATION

	Essential (Insert below those skills, knowledge, education and experience that you have identified as essential)	Desirable (Insert below those skills, knowledge, education and experience that you have identified as preferred but not essential)	How Identified (Insert below how you will identify if they have these essential or preferred qualities)
SKILLS:	The job holder will have proven experience in maintenance, ability to troubleshoot, knowledge of structure or grounds to be maintained,		CV Qualifications
EDUCATION / KNOWLEDGE:	Knowledge of maintenance procedures, knowledge of systems to be maintained (eg electrical, roofing, pool, plumbing, sewer, HVAC systems), ability to lift heavy loads, physical agility, manual dexterity.		CV Qualifications
EXPERIENCE:	Minimum 5 years experience in building maintenance		CV Qualifications