

Job Description

Job title	Maintenance Assistant	Job family	Healthcare
Reporting to	Maintenance Manager / Support Services Manager	Job code	
Location		Evaluation Date	December 2020

Job Purpose

Reporting into the Maintenance Manager the Maintenance Assistant is responsible for ensuring the Common Maintenance Standards are maintained, as defined in the General Property Maintenance Guide. To contribute to the delivery of effective, efficient and economical day-to-day maintenance, new and alteration works to ensure the safety of colleagues, service users and visitors and that they experience a pleasant and cared for environment

Responsibilities

- Maintains a well-decorated, safe and comfortable environment throughout the site, in line with quality standards, and follows work processes which comply with statutory regulations.
- Ensures that Priory minimum standards are delivered in all site areas in a timely and efficient manner, as part of a team.
- Identifies and reports damage, faults and other related issues to the Maintenance Manager (and then actions as agreed) to ensure that environmental conditions continue to meet quality standards and statutory regulations.
- Carry out General Maintenance tasks as defined in the Appendix and in the General Property Maintenance Guide.
- Carry out compliance testing (i.e. fire alarms, bed inspections, vehicle checks) as instructed by the Maintenance Manager.
- Responsible for carrying out local maintenance checks set out in the Maintenance Guide & in Priory Group Policy & Procedures.
- Provides a security service, maintaining the security and integrity of the building as well as the safety of its occupants.
- Undertakes regular internal and external patrols of the unit and its grounds, ensuring that all the windows and doors are closed and locked as appropriate to the time of day.
- Deals with any potential acts of disturbance, vandalism or theft within the grounds, reporting these and any other untoward or suspicious incidents to the manager in charge.
- Maintains an accurate record of all incidents and suspicious activities within a log book.
- To be aware of and comply with the requirements of the Health & Safety at Work Act, (encompassing risk assessments, method statements and Permits to Work), associated acts and subordinate regulations to minimise risk.
- Responsible for ensuring that any attempts at works or projects is within the individuals capabilities and should not expose themselves or others to risk.
- Carry out such other duties relating to the work of the department as required by Management.
- Individuals will not be required, nor should they, carry out any works that require a certification unless they are in possession of an in date and correct certificate

Knowledge / Education / Skills

- Basic numeracy and literacy required
- Detail oriented & ability to prioritise
- Ability to work with minimum supervision
- Strong customer focused attitude and team working ethic

Experience

- Experience and understanding in a building, plumbing, mechanical or electrical discipline desirable

Communication

- Role holder may respond to routine enquiries. More complex issues will be referred to the line manager.

Responsibility
<p>Leadership Occasionally required to assist less experienced colleagues.</p> <p>Budgets & Equipment No budgetary or financial responsibility, responsible for the proper use of various pieces of maintenance equipment.</p> <p>Information Shared responsibility for the confidentiality and identify of patients</p>

Safeguarding
<p>All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.</p>

Working Environment
<p>The role holder will be required to have physical stamina, but will generally work in a pleasant and stable working environment. The problems faced by patients may present difficult and challenging situations, which may heighten the sensory and emotional demands of the job.</p>

Upholding the Company Behaviours	
<p>This provides some guidance on the types of conduct to support the Company Behaviours</p>	
Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families Actively seeks to develop the potential of every service user and staff member
Being Supportive	<ul style="list-style-type: none"> Celebrates success and supports colleagues through difficult times Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> Is honest and respectful in all interactions with colleagues and customers Demonstrates emotional control Ensures accurate recording of any transactions and interactions on all company documentation Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> Promotes the company in a positive way at all times Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> Always puts service quality first Shares and encourages innovation Keeps on top of new developments in the sector