**Job Description and Person Specification**

**Job Title:** Maintenance Technician

**Hours:** 37.5 hours - Mainly Mon-Fri but occasional weekend and evenings

**Spinal Point Range:**  9,12,15

**Department:** Facilities

**Location:** St Michaels Hospice, Bartestree.

**Reports to:**  Maintenance Manager

**Job Purpose:**

To work within the Maintenance to carry our reactive and preventative maintenance tasks to support the smooth running of the Hospice and Retail properties.

**Key Responsibilities:**

* To assist with any caretaker tasks as directed by Maintenance manager
* To undertake projects with minimal supervision and complete on time. These being small building works, refurbishment of areas/departments.
* Ordering materials for project work
* Maintain all outdoor areas and in severe weather assist with the clearing the paths of snow and ice.
* Complete repair work, which includes repairing doors, locks, door frames and handles as well as replacing light bulbs, and double-glazed window and door units.
* Perform regular plumbing tasks, which include unclogging drains as well as fixing leaking taps and toilets.
* Repairing damage to fabric of building to maintain standards of hygiene, i.e., painting, plastering, tiling, carpentry
* Carry out pre-planned maintenance checks on equipment and services such as the checking automatic fire alarm, fire doors, Air Handling units and water temperatures and feeding back any information to the Maintenance Manager and through the asset management system.
* Respond to instruction from the Head of Facilities and Maintenance Manager to carry out portering (non-patient) duties.
* To support to the Maintenance Manager on building projects.
* Check of oxygen tank level, electrical control panels/wiring to detect any issues that require immediate attention and report to the maintenance manager or Head of Facilities.
* Ensure inventory of maintenance supplies are sufficient and notifying Supervisor of low or depleted supplies.
* Respond to emergency repairs and prioritise work accordingly.
* Ensure that all maintenance equipment is kept in good working order.
* To work within the requirements of Health and Safety Legislation.

**Person Specification**

1. **Specialist Knowledge and experience**
* Good working knowledge of building skill including bricklaying, carpentry, plumbing. Skill level to be NVQ 3, appropriate C&G or proven record of accomplishment
* Must have knowledge of working strictly to safe working practices, including the ability to safely operate hand and power tools and cleaning equipment.
* The ability to lift heavy objects
* Strong problem-solving skills
* Excellent time management and communication skills
* Lone working on scheduled jobs.
* To be able to use the maintenance database and email systems.
* Must be in possession of a full UK driving licence, be over 21 and have held a full licence for 12 months for insurance purposes.
* Desirable qualifications or willingness to work towards COSHHE and IOSH
1. **Skills and behaviours**
* **Communication** Speaks confidently and fluently. Talks at a suitable pace and level. Holds others’ attention when speaking. Writes fluently, clearly, and concisely. Adapts own written communication style to suit others.
* **Relating to others** Quickly builds rapport and easily establishes relationships. Relates well to diverse types of people, listens, and gets on with them.
* Flexibility Successfully adapts to changing demands and conditions.
* Team Working Fits in with the team. Develops effective and supportive relationships with colleagues. Is considerate towards them and creates a sense of team spirit.
* **Problem Solving** Identifies potential difficulties and their causes. Generates workable solutions and makes rational judgements.
* **Resilient** Remains calm and self-controlled under pressure. Reacts well to change and stays positive despite setbacks. Keeps difficulties in perspective.

**3 Special Conditions**

* Able to carry out the physical aspects of role e.g. moving equipment etc, and to be comfortable with working at heights on occasions and outside the building during inclement weather.
* Confident to work in plant rooms where access and space may be limited.
* This post is conditional to a standard Disclosure and Barring Service Check.

**Our values**

* Respect, dignity and the privacy of our patients and families always come first
* Compassion and respect towards each other
* People are at the heart of everything we do
* Transparency and candour
* Collaborative working and a common-sense approach

**Equal Opportunities Statement**

At St Michael’s Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael’s, from patients and families through to donors, supporters, volunteers, and staff are treated fairly, appropriately and with dignity and respect.

**August 2023**