

JOB DESCRIPTION: MAINTENANCE TECHNICIAN
REPORTS TO: MAINTENANCE & COMPLIANCE MANAGER
ACCOUNTABLE TO: HEAD OF FACILITIES AND ESTATES
BASED AT: ST ELIZABETH HOSPICE – MOBILE TO RETAIL OUTLETS



JOB SUMMARY

To provide a high standard and efficient maintenance service for the Hospice, ensuring the safety and security of the buildings, retail units, patients, staff and visitors at all times. With an emphasis on internal and external decoration.

Responsibilities

- To be responsible for undertaking the general internal and external maintenance of all Hospice premises and grounds including the hospice's retail portfolio.
- To be responsible for undertaking the internal and external decoration of all Hospice premises.
- To carry out portable appliance testing as necessary throughout the hospice premises, ensuring detailed records are kept.
- Various porter duties may be required, included but not limited to hospital runs and furniture collections.
- To ensure sufficient supplies of all medical gases are kept in stock, carrying out daily usage checks and changing cylinders when necessary.
- Work with the Facilities Coordinator in ordering and/or collecting supplies as and when necessary.
- Adhering to the site planned preventive maintenance schedule working with the Maintenance and H&S Manager to ensure it is up to date and that all hospice premises are compliant.
- Participate in security checks and also the unlocking of the hospice building on a daily basis.
- Flexible working will be required working adhoc weekends and evenings as necessary to complete project works or emergencies reactive works.
- To assist in office or premises moves and setups including shop refreshing, remodelling, new fit outs and openings when required.
- To be a key player in project works at retail outlets and the hospice.
- To assist in the moving of furniture to set up for events at the hospice.
- Ensure that all Hospice vehicles are clean and maintained to a high standard
- To participate in the out of hours maintenance on call rota for Hospice premises.
- To work with and organise corporate volunteer groups.
- To carry out any other duties reasonably requested by Line Manager
- Assisting the Facilities Coordinator, in updating the site asset register when assets need removing or adding.
- To be responsible for the work planning for maintenance volunteers.
- Ensure all works carried out, are in a safe way following and adhering to all risk assessments in place.
- Oversee the work of contractors when on site, ensuring they have completed a Health and safety induction.

Personnel Responsibilities

- To recognise indications of staff stress and to facilitate staff support.
- To participate in the induction and training of all new staff as required.
- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.

Educational Responsibilities

- To participate in the Hospice education programme.
- To give feedback from attended education programmes/study days.

Personal Responsibilities

- To devise with your line manager a personal development plan in line with the Hospice objectives and personal needs.
- To maintain and increase personal professional skills.

Organisational Responsibilities

- To work at all times within the policies of the Hospice and act within Care Standards at all times.
- To uphold the hospice and individual team values
- To ensure effective use of resources.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work the jobholder may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE FACILITIES MANAGER IN CONJUNCTION WITH THE POSTHOLDER.



**Person Specification
Maintenance Technician**

Requirement	Essential/Desirable
Qualifications & Training	
Educated to GCSE level or equivalent, alternatively have proven work experience with transferable skills	Essential
Relevant NVQ qualification (such as maintenance or Building trades) or equivalent.	Desirable
NVQ in mechanical or electrical engineering	Desirable
Knowledge & Experience	
Practical and hands on experience of internal and external decoration	Essential
Practical and hands on experience to general maintenance tasks such as general maintenance relating to buildings, plumbing, carpentry and gardening.	Essential
Knowledge of working in a healthcare related environment	Desirable
Experience of electrical and mechanical maintenance	Desirable
Specific Skills	
Excellent interpersonal, communication and social skills	Essential
Ability to prioritise and organise day to day workload	Essential
Pro-active and systematic approach to problem solving.	Essential
Basic IT Skills	Essential
Personal Qualities	
Able to work without supervision.	Essential
Able to work in own and wider teams effectively and cooperatively	Essential
Ability to work under pressure.	Essential
Flexible approach to working hours.	Essential
Attention to detail	Essential
Fully vaccinated against covid	Desirable
Other Requirements	
Clean driving licence	Essential
Live in local area and be able to reach the Hospice within 30 minutes (for on call attendance)	Essential