



## Job Description



<b>Job Title:</b>	Maintenance Worker
<b>Department/Team:</b>	Field Operations/Animal Operations
<b>Location:</b>	Wildlife Centres/Animal Centres
<b>Line Manager's Title:</b>	Hospital Manager/Centre Manager/Facilities Manager

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### 1. Overall Job Purpose

To provide care and maintenance of buildings, plant, fixtures and fittings, equipment and grounds in order that the site is both safe and operational for staff, visitors and animals in care.

### 2. Structure

See Establishment Structure Charts.

### 3. Key Tasks/Job Description

- Routine cleaning/clearance to external lights and signs, water pipe work including underground drains, external paving, paths, steps, ramps, car parks, gutters, fixtures and fittings, furniture, equipment, machinery, tools, fences and gates (list not exhaustive).
- Routine identification and remedy of defects to all of the above and in addition cages and animal enclosures, in order to ensure the safety and functioning of the site.
- Monitor, maintain and operate plant (water/sewage treatment, air handling, gas and electrical etc) and take remedial action to deal with major faults, calling contractors and specialists where necessary.
- Minor repairs and redecoration to internal and external items/areas including doors, windows, floor coverings, outbuildings, loose boxes, fences gates etc which are within the technical expertise of the post holder (ie certain electrical repairs will be undertaken by qualified electrician).
- Inspect and maintain protective equipment, tools, and plant provided and store in a tidy and safe condition. Arrange annual safety tests and checks for specialist equipment in order to ensure the provision of a safe working environment.

- Maintain garden and grounds (in conjunction with outside contractors where necessary) to the required standard and as directed. This includes cutting back brambles, nettles and overgrowth and disposing of cuttings. To maintain and securely store gardening equipment.
- Assist other employees/volunteers with duties such as moving/cleaning wheelie bins, emptying and distributing donation bins containing newspapers, towels, bedding etc and stacking food deliveries.
- Ensure the safety of premises for staff through the maintenance of good levels of tidiness and security of the stores and workshop.
- Observe all manufacturers instructions and safety advice for all plant, tool, material etc utilised. Maintain records of manufacturers' instructions and safety advice and instruct staff in the best practice use of maintenance equipment.
- Undertake PAT testing (where qualified to do so).
- Advise the Centre Manager/Hospital Manager of routine statutory tests /inspections, health and safety concerns and any work required that is beyond the Maintenance Worker's capacity or capability.
- Oversee the work of external contractors on more significant maintenance requirements providing guidance and ensuring that the job is done to specification and with minimal disruption to the Centre/Hospital.
- Act as lead to volunteers on maintenance tasks. To supervise work carried out and ensure it is to an acceptable standard.
- Test and maintain security and fire alarm systems and process according to the Health and Safety Policy.
- Assist with risk assessments for all maintenance tasks and the six monthly safety audit on site in order to maintain and improve safety on site for staff, visitors and animals.
- Advise the Facilities Manager/Centre Manager/Hospital Manager of all outstanding upkeep, maintenance and repair items which are beyond the Maintenance Workers capacity or capability, or that are covered by maintenance contracts.
- Undertake any other duties as requested by management, which may include driving the centre/hospital vehicle(s).

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the Society Code of Conduct.

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.

#### **4. Person Specification**

Please see person specification attached (appendix A)

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This job description is a statement of the job content required as of June 2017. It should not be seen as precluding future changes.

**PERSON SPECIFICATION****Maintenance Worker**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS</b>	<p>Qualification in electrical engineering or plumbing e.g. City and Guilds or equivalent.</p> <p>Educated to GCSE standard or equivalent.</p>	PAT testing qualification.
<b>EXPERIENCE</b>	<p>Proven experience in a maintenance/handyman/groundsman role i.e. electrical, carpentry, fire alarms, construction, plumbing and decorating.</p> <p>Experience of supervising contractors.</p> <p>Experience of use of wide range of hand and power tools and the maintenance of these.</p> <p>Proven experience in forklift truck driving <b>(East Winch only)</b></p>	
<b>SKILLS AND COMPETENCIES</b>	<p>Able to prioritise tasks independently and under pressure.</p> <p>Interpersonal skills - working as part of a team.</p>	
<b>PERSONAL QUALITIES</b>	Motivated	
<b>SPECIAL CIRCUMSTANCES (if any)</b>		Full valid driving license.