






















# JOB DESCRIPTION AND PERSON SPECIFICATIONS FOR A *FACILITIES AND EMERGENCY PLANNING MANAGER / Maintenance Person*

|                        |                     |  |
|------------------------|---------------------|--|
| <b>VERSION No</b>      | <b>3</b>            |  |
| <b>REVIEWED BY</b>     | <b>Manager (MP)</b> |  |
| <b>NUMBER OF PAGES</b> | <b>5</b>            |  |

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|------------------------------------|---|
| <b>JOB TITLE</b>                   | <b>Facilities and Emergency Planning Manager / Maintenance Person</b>   |
| <b>RESPONSIBLE TO / REPORTS TO</b> | <b>Manager / Deputy Manager / Nurse in Charge</b>   |
| <b>ACCOUNTABLE TO</b>              | <b>Registered Manager</b>   |
| <b>LOCATION</b>                    | <b>Bendigo Nursing Home</b>   |
| <b>HOURS OF WORK</b>               | <ul style="list-style-type: none"> <li> Monday to Friday</li> <li> 08:30 to 17:30 (including breaks)</li> <li> First Saturday of July for our Open Day; Xmas Day as Father Xmas <i>(for an hour)</i></li> <li> Cannot take annual leave at the same time as the Manager</li> </ul>   |
| <b>JOB PURPOSE / OBJECTIVE</b>     | <ul style="list-style-type: none"> <li> The main goal is to ensure the premises and equipment are safe and functional for residents, visitors and employees</li> <li> Responsible for assessing and addressing all aspects of maintenance and service (internal and external aspects of the building and the grounds) including arranging and supervising external contractors where relevant</li> <li> It is a critical and important to maintain accurate records of all maintenance issues and remedial works carried out</li> <li> To ensure that all work complies with Health and Safety, Fire Safety, Health and Social Care Act, Infection Prevention and Control and other relevant standards and regulations.</li> <li> Self-motivated and proactive with excellent time management skills and the ability to prioritize work</li> <li> Attention to detail and problem-solving skills</li> <li> Strong organizational skills with the ability to multi-task</li> <li> Excellent written and verbal communication skills</li> <li> To be willing to acquire relevant new skills and knowledge</li> <li> To work as a member of a team</li> <li> To respect residents' wishes</li> <li> To maintain confidentiality</li> </ul> |

### **Main Duties and Responsibilities:**

1. Developing maintenance procedures and ensuring implementation
2. Carrying out inspections of the facilities to identify and resolve issues
3. Checking electrical, plumbing systems and HVAC systems of the building to ensure functionality

4. Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies;
5. To perform routine preventative measures to ensure that the physical condition of the buildings does not deteriorate
6. Check the maintenance records to see any issues which have been highlighted by staff / service users and make arrangements to assess the work
7. Perform repairs and tasks which are within the area of expertise, this may include but is not limited to: plumbing, joinery, fixing and fitting utilities machinery, equipment, building furniture, flooring and other reasonable duties within professional capabilities
8. Make arrangements with relevant contractors to perform tasks, repairs and periodic
9. Use the relevant paperwork to maintain an accurate record of all maintenance and service tasks completed
10. Ensure that all repairs and maintenance, including those which have been performed by external reputable contractors, have been thoroughly and accurately documented in the maintenance file
11. Keep accurate records and relevant documentation, such as invoices, guarantees etc. in the appropriate file
12. Use and maintain the upkeep of a range of tools, this may include but is not limited to: Drills, Saws, Mowers, Hammers, Ladders etc.
13. Ensuring the use of tools is safe and any relevant safety features / equipment is used
14. Undertake painting and decorating, including walls, woodwork and external building areas
15. Maintain external areas of all properties including gardens and driveways.
16. Making arrangements to purchase, order and / or collect equipment related to the job and the activities of the service.
17. Liaising with the Manager to approve costs and purchasing where relevant
18. Have a high level of communication with the manager to discuss and plan any aspects of work
19. Inspect premises and grounds regularly to ensure it meets safety standards
20. Organize repair projects in a manner that does least disturb residents, visitors, staff and activities
21. Plan and oversee renovations
22. Act fast to resolve emergency issues (e.g. power outages)
23. Find ways to reduce the home's operating costs and conserve energy
24. Manage relationships with contractors and service providers
25. Maintain budgets, expenses and activity logs
26. **Carry out regular checks and service of premise sand equipment as per the home's 'Mandatory and other relevant Safety, Security and Health Care Monitoring and Audit Schedules' (copy provided with assigned specific tasks)**
27. **Respond to emergency calls for maintenance outside working hours, weekends and holidays; responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences.**
28. **Manage the set up and take down of different events (i.e. Open Day, Christmas, etc.)**
29. **Responsible for the Fire Safety System, including:**
  - a) **Co-ordinate with Southern Alarm Sub-contractor**
  - b) **Weekly fire drills and log results**
  - c) **Check call points, fire exits, door retaining devices and fire emergency lights, as specified in Company procedures**
  - d) **Brief introduction of all new staff to Fire Safety and the Home's Fire System**
30. **Responsible for H & S Risk Assessment, including COSHH**
31. Perform troubleshooting to solve repair issues
32. Perform administrative tasks as required
33. Designing maintenance programs
  -  Researching for new equipment
  -  Implementing preventative maintenance programs
  -  Adhering to safety regulations
  -  Enforcing social care requirements



Assessing risks

34. Day-to-day activities:



Changing light bulbs



ensure fixtures and fittings are in good working order



Rewiring, changing fuses, junction boxes etc.



Minor plumbing and carpentry



Clearing or cleaning general areas



Shifting furniture or equipment



Assembling furniture or equipment



Garden / landscape installation and maintenance



Footpaths maintenance



Painting and decorating



Clearing gutters



Changing filters on air conditioning systems



Maintaining property exterior through the different seasons



Report and action any known defects to appliances, damaged furniture / equipment and any other potential hazards to the Home Manager, who will advise accordingly.



Ensure the maintenance of the Home's exterior, including:



Keep any sheds, outbuildings and areas in which waste is stored in a clean and tidy condition. o Clear snow and grit the drive, paths and any areas to which Residents, Visitors or Staff Members have access.



Where applicable, cut the grass around the building and tend to any flowerbeds, hanging baskets etc.



Clean all signs / lighting outside the Home.



Ensure all ventilation units and lights are kept clean.



Test all portable appliances as specified in Company procedures.



PAT Testing



**Test, and record, water temperatures as specified in Company procedures and as required for Legionella control.**



**Test and record TMV3 Valves as specified in the home's Policies and Procedures**



Maintain a "Maintenance Book" in which defects are recorded by Staff Members. Use this book to effect repairs / replacements daily.



Assist / supervise with deliveries to the Home.

35. Liaise with Home Manager, or delegated Staff Member, regarding maintenance work to be carried out.

36. Participate in Staff and Residents meetings as required.

37. Attend mandatory training days / courses, on or off site, as and when required.

38. Maintain professional knowledge and competence.

39. Ensure that paints and varnishes are used and stored only in accordance with manufacturers' instructions.

40. Ensure areas in which any painting / varnishing work is being done is well ventilated and safe for Residents, Visitors and Staff Members.

41. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Residents, colleague, self or another.

42. Promote safe working practice in the Home.

43. Promote and ensure the good reputation of the Home.

44. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.

45. Notify the Home Manager, or the Person in Charge, as soon as possible inability to report for duty, and also return to work from all periods of absence.
46. Ensure the security of the Home is maintained at all times.
47. Adhere to all Company policies and procedures within the defined timescales.
48. Ensure all equipment used is clean and well maintained.
49. Carry out any other tasks that may be reasonably assigned to you.
50. **Verifying receipt of supplies**
51. Contribute to team effort by accomplishing main goals and objectives
52. Develop and update administrative systems to make them more efficient
53. Checking that agreed work by contractors has been completed satisfactorily and following up on any deficiencies;
54. Report all complaints to the Home Manager / Deputy Manager and assist with investigations when required.
55. Be flexible and take instructions from residents and staff.

### **Person specifications:**

1. A solid understanding of plumbing and electrical systems as well as carpentry and other crafts. They will be well-versed in all maintenance process and health and safety regulations.
2. Have aptitude in undertaking administrative tasks such as reporting, budgeting etc.
3. Experience in planning maintenance operations
4. Working knowledge of facilities machines and equipment
5. Ability to keep track of and report on activity
6. Excellent communication and interpersonal skills
7. Outstanding organizational abilities
8. In-depth knowledge of health and safety regulations
9. Ability to spot safety risks and address needs quickly
10. Problem-solving aptitude
11. Ability to lift heavy loads, Physical agility, Manual dexterity,
12. Preparing documents to put out tenders for contractors;
13. Project management and supervising and coordinating the work of contractors;
14. Investigating availability and suitability of options for new premises;
15. Calculating and comparing costs for required goods or services to achieve maximum value for money;
16. Managing and leading change to ensure minimum disruption to core activities;
17. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications
18. An Enhanced CRB Disclosure is required for this position

### **Skills**

1. interpersonal, relationship-building and networking skills;
2. procurement and negotiation skills;
3. time management skills;
4. project management skills;
5. research skills and the ability to draw information from various sources, including people;
6. clear and concise writing skills and the ability to handle long and complex documents;
7. IT skills;
8. a practical, flexible and innovative approach to work.
9. A full driving licence is usually required for travel.
10. **Excellent time management skills and the ability to prioritize work**
11. **Attention to detail and problem-solving skills**
12. **Excellent written and verbal communication skills**
13. **Strong organizational skills with the ability to multi-task**
14. **Time management: to have an innate sense of which tasks / projects to prioritize, and be keen on to-do lists**
15. **Decision-making skills**

## 16. Professional and friendly demeanour and presentable appearance

1. Effective communication within the teams of staff, individual colleagues and residents.
2. Ability to listen and follow instructions
3. Ability to work unsupervised and own initiative
4. Ability to maintain a professional manner at all times
5. Integrity and honesty
6. Positive attitude towards residents, visitors and staff

## 7. Attention to detail and thoroughness

8. Ability to follow and adhere to policies and procedures
9. Excellent verbal and written communication skills
10. Responsive to resident's individual cultural needs and preferences
11. Willing to attend such training sessions that are deemed necessary by line management.
12. Appropriate aptitude towards continuous learning and development Knowledge / Qualifications
13. Understanding and commitment to Equal Opportunities
14. Maintain client and business confidentiality at all times.

## Health and Safety

1. Maintain a safe environment.
2. Report all accidents to the Home Manager / Deputy Manager / Nurse in charge
3. Reporting immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another
4. Understanding and ensuring the implementation of the Home's Health and Safety, Emergency and Fire procedures

*This job description is a subject to periodic review and amendment in consultation with the post-holder in the light of changing circumstances (i.e. legislation, guidance, best practice, residents' needs etc.).*

*The above list is not exhaustive*