The Presbyterian Church in Ireland

JOB DESCRIPTION

Job Title: Temporary Maintenance Worker

Location: Harold McCauley House

Council Council for Social Witness (Older People Services)

Hourly Rate: £11.66 per hour

Hours: 25 hours, initially 3 months but may be extended

Responsible to: The Head of Home

Main function: In partnership with the Home Manager, your role is to maintain the home and grounds, ensuring all areas are free from hazards and all equipment and systems are safe and in full working order. Working in compliance with health and safety standards and within the Christian ethos of the Council for Social Witness

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Responsibilities include:

- Ensuring regular test and checks are carried out and recorded, including boiler function checks, fire alarm systems activation, generator and water temperature tests
- Checking the maintenance book daily and carry out all repairs etc as necessary
- Performing preventative maintenance.
- Complying with all aspects of Health & Safety at Work Act (e.g. COSHH)
- Attending all mandatory training applicable to role
- Ensuring that safety and cleanliness within the Home and grounds is to the satisfaction of the Environmental Health, Fire and Safety at Work regulations
- Ensuring the exterior of the building and grounds are maintained to a safe and good standard
- Advising Home Manager on any potential maintenance problems, e.g. heating systems, refrigeration, electrics, gas, and faulty equipment
- Handling basic repairs and maintenance such as replacing light bulbs, repairing broken locks, filling gaps on walls etc.
- Making sure tools and equipment are maintained and stored safely
- Keeping the gardens well maintained, cutting grass, digging borders, weeding, hedge cutting
- Decorating vacated rooms as requested.
- Moving furniture as required
- Collaborating with workers and other professionals during renovations or repairs
- Coordinating and controlling refurbishments with minimum disturbance to our residents and staff.
- Reporting to a facilities or maintenance manager for issues

- Assisting with driving the Home's minibus if applicable, or similar vehicles, for residents' outings, as requested by the Home Manager
- Being the first port of call for staff when repairs are required and assisting with the induction of staff, e.g. operation of emergency exits, fire points and evacuation procedures
- Out of Hours Call outs if required: giving advice over the telephone and/or being prepared to be called out to the Home in emergencies when off duty.
- Providing cover for other homes in your area

This job description is intended to be neither definitive nor restrictive and can be changed or augmented at any time to meet changing needs.