

Ivy Care

Job Definition

Job Title: Maintenance Handyperson

Reports to: Senior Maintenance Handyperson / Head of Operations

Job Purpose

To be skilled or semi-skilled in numerous areas of craftsmanship performing a wide variety of odd jobs at residential properties, both indoors and outdoors. Day-to-day tasks can vary greatly though often include things like general maintenance, painting and decorating, repairing equipment, basic plumbing and electrical work, joinery, security, and some general upkeep activities like clearing debris or internal floor covering such as carpets. To be part of the on call rota and to respond to emergency issues like power failures, broken plumbing and heating.

Key Responsibilities

1. To work independently or as part of the maintenance team.
2. To liaise with external contractors and other workers as directed.
3. To complete and maintain maintenance records, including water hygiene and temperature records, communication logs, risk assessments, incident reports, stock records, mileage records and petty cash vouchers.
4. To monitor stock levels of consumable items such as, grit, light bulbs/tubes and arrange to replenish supplies in accordance with current procedures.
5. To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.
6. To maintain structure and fabric of the all properties owned by the company, repairing and preserving where necessary.
7. To undertake internal and external painting and decorating, varnishing tasks as required.
8. To complete joinery tasks- first line maintenance of fixtures and fittings, for example: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure.
9. To undertake basic Plumbing tasks- clear blockages and remove foreign matter from sinks, traps and waste pipes, adjustment and re-washing of taps and replacing ball valves in toilets cisterns.
10. Ensure that the heating and water systems are operating correctly and where necessary notifying the home management and heating engineer of any problems.
11. Ensure water hygiene standards are maintained and any discrepancies are recorded in the water hygiene log book and reported to the home management and water hygiene contractor.

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12. Ensure water temperature checks are being carried out to ensure water does not present as scalding risk to service users.
13. To ensure that low level gutters, gullies, drains etc. are kept free from debris and cleaned out if necessary.
14. To ensure that the grounds are litter free.
15. To conform to and understand Health and Safety Regulations, be responsible for regularly checking the condition of any tools, ladders, personal protective equipment etc and report any defects to the Senior Maintenance Handyperson.
16. To collect and or remove items from homes using the company vehicle as and when required or directed.
17. To repair and prepare equipment / site furniture as directed.
18. To maintain the buildings to comply with current legislation and to company criteria.
19. To work at any establishment owned or managed by the company.
20. To provide on call support and assistance when required as part of the maintenance on-call rota.
21. To attend team meetings, supervision and refresher training as directed.
22. This job definition is not a definitive list of responsibilities but identifies the key responsibilities of the role. The post holder will therefore be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Accountabilities

Health and Safety and Infection Prevention

Take due care at work and contribute to the ongoing implementation of policies and procedures to maintain the health, safety and welfare of self, colleagues, service users and community. Ensure that accidents and/or unsafe or hazardous conditions are reported to management in line with policy. To adhere to the infection control policy and the essential steps to help minimise and prevent infection to employees and service users in the home.

Confidentiality

To practice and maintain confidentiality regarding the home, other employees, service users and visitors.

Equality & Diversity

Undertake all aspects of employment and service provision with due regard to Equal Opportunities and diversity and associated company policy and practice.

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Demonstrate a commitment to openness and equality of opportunity and ensure that all individuals are treated with dignity and respect and service user's privacy is maintained at all times.

Behaviour

To work and behave in a manner that is consistent with the companies expected ways of working and within the Code of Conduct. To undertake all duties in accordance with the company policies and practice and maintain compliance with relevant statutory responsibilities and applicable legislation.

Vision & Objectives

Undertake other duties as appropriate to the post, to support and contribute to the delivery of the company's objectives, vision and values.

Safeguarding Vulnerable Adults

We are committed to safeguarding and promoting the welfare of vulnerable adults. We take this responsibility seriously and expect all employees and volunteers to share this commitment.

Team Working & Support

Act as an effective team member providing assistance to team members or other teams, as requested, to support the delivery of team and company objectives. Maintain links with other teams, groups and people supported as necessary to the role, sharing information where necessary.

To take responsibility for identifying and agreeing personal learning and development needs with your line manager, participating in activities relevant to the job or personal development. Work in line with the company policy and procedure.

Leadership and Development

Assist the management and company to change, by ensuring employees are appropriately informed and developed and encourage a culture of cross-organisational and partnership working.

To champion good employee management practice in line with Ivy Care's policies and procedures.

Employees Name

Employees Signature..... Date