

Job Description

Job Title	Maintenance Technician
Salary Range	£34,144.50
Location	Kenton Grange Site
Reporting to	Head of Estates and Operations
Hours of work	40 hours and on call responsibilities

1. **Job Purpose and Scope**

To work under the direction of the maintenance manager in order to support the Hospice.

2. **Main Duties & Responsibilities**

- To be responsible for scheduling the day to day maintenance and reactive works for the Kenton Grange, Warehouse and shops.
- To maintain and update the CAFM system and schedule planned and reactive works
- Must be able to carry out diagnostic and reactive minor repairs of mechanical and electrical equipment in line with your present skill set.
- Assisting with the upkeep of the building to ensure it is a safe environment for all users.
- Be fully aware and adhere to all health and safety procedures at all times (risk assessments, method statements, permits to work).
- Review, implement and support the management of suppliers and contractors
- To be first point of contact for all facility and maintenance related queries
- Update and review records including the Hospice Facilities Management system.
- Assisting with the compliance of all statutory and PPM testing
- Assist with design, installation and implementation of small works projects.
- Develop an in-depth knowledge of the building as you will be part of the on-call emergency team.
- Dealing with ad hoc day-to-day issues as they arise
- Be the 'on-call' maintenance team member outside of office hours, weekends and bank holidays as mutually agreed on the rota with other members of the maintenance team, for all Hospice settings including Hospice, Shops and Warehouse. This responsibility is monetarily compensated by a specific allowance in addition to the base salary in the employee's contract of employment with St Luke's.

EQUAL OPPORTUNITIES

Comply with and promote St. Luke's Hospice Equal Opportunity Policy and avoid any behavior which discriminates against colleagues, potential employees, patients/clients or their families on the grounds of sex, marital status, race, age, belief, color, nationality, ethnic or national origins, religion, disability, creed, class, gender or sexual orientation.

MISSION & CORE VALUES

All Hospice staff are expected to work in line with St Luke's Mission & Core Values as these precepts act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviors and attitudes of all employees as the work they undertake, whether it is direct or indirect care is ultimately for the benefit of patients. The Mission and Core Values are an integral part of all job descriptions, the probationary period and performance and development reviews.

OTHER

St Luke's Hospice is committed to Equal Opportunities for all present and potential members of staff and patients. Therefore St Luke's Hospice expects all employees and volunteers to understand, support, and apply this policy through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.

This job specification may be modified in the light of development and changing circumstances, according to the needs of the service, and in consultation with the post holder. The post holder should be prepared to undertake any further duties that arise as the post develops. All members of nursing staff may at times be required to work in other parts of the Hospice, commensurate with the roles and responsibilities laid out in this job description.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none">• Electrical or Mechanical knowledge or qualification	
Knowledge & Experience	<ul style="list-style-type: none">• Electrical or Mechanical knowledge• Good IT knowledge- including Excel, Outlook and Word• Good communication skills- oral and written	

	<ul style="list-style-type: none"> • Flexible approach to work duties and working schedule • Basic Health & Safety knowledge • Able to prioritise and manage work schedule 	
Skills / Personal Attributes	<ul style="list-style-type: none"> • Demonstrate initiative • Can do attitude 	

Employees signature:..... Date:.....

Line Managers signature:..... Date:.....