



JOB DESCRIPTION

JOB TITLE	Regional Caretaker / Maintenance Operative
SALARY	£18,760 to £23,088 per annum pro rata
HOURS	30hrs per week across Monday to Friday, occasional weekend work could be required (opportunity for overtime to carry out non routine works)
REPORTS TO	Regional Property Manager
LOCATION	Based in South Tyneside but works across the North East
TERMS & CONDITIONS	Standard Terms and Conditions

JOB SUMMARY

Background Information

Groundwork South and North Tyneside has been Changing Places and Changing Lives for 30 years through a variety of environmental, learning, health and skills programmes: [North East and Yorkshire | Groundwork](#)

We are a fast paced and diverse charity with an excellent track record in partnership working and high quality delivery.

Some prior experience of caretaking or property maintenance and compliance checks would be desirable, but is not essential as full training will be given. Candidates should though possess practical skills across a range of basic tools.

This role is based across our property portfolio of nine sites so does involve safe driving of a company vehicle.

The role will encompass the following key areas:

1. Legal compliance
2. Small repair works/handyman jobs

3. Liaison with specialist maintenance contractors
4. Housekeeping
5. Administration

KEY TASKS

Compliance

- Monthly water temperature checks for legionella prevention
- Quarterly descaling of taps and shower heads for legionella prevention
- Monthly and annual emergency light checks
- Routine checks on fire doors, escape routes and fire extinguishers
- Monthly ladder checks
- To routinely inspect floor and stair surfaces for defects and maintenance issues.
- Weekly fire alarm tests
- Weekly sprinkler pump checks
- Monthly utility meter reads and submission
- Set up rooms for new tenants
- Annual and periodic PAT testing

Small repair works

- To repair or install (gluing, fixing, nailing, screwing) any items that do not require a skilled tradesperson
- Painting
- Battery replacement

Contractor liaison

- To liaise with specialist contractors to arrange service calls and routine repair work
- To develop excellent, professional working relationships with all specialist contractors

Housekeeping

- Litter picking

Administration

- Complete weekly checklists for each building covered using Microsoft Teams application
- Maintain accurate records in Fire and Legionella logs
- Maintain ladder check log
- Effective email, phone and Microsoft Teams communication with Regional Property Manager and other staff
- Purchasing and maintaining appropriate supplies of sundries ie light bulbs, batteries, paint

HEALTH & SAFETY

1. Work in conjunction with the team to help ensure that the welfare of staff and public is fully considered in the design and implementation of any activity.
2. Ensure that health and safety is observed in the course of employment.

ADDITIONAL RESPONSIBILITIES

1. The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
2. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
3. The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies
4. A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
5. To be aware of, and comply with, all measures to support our environmental standard ISO14001
6. All employees have a responsibility of care for their own and others' health and safety.

PREPARED BY:	Chris Wild
DATE:	12th October 2021

PERSON SPECIFICATION

Regional Caretaker / Maintenance Operative

	ESSENTIAL	DESIRABLE
Education/ Training/Qualifications	<ul style="list-style-type: none"> English and Maths GCSE grade C or above or equivalent. Full driving licence 	<ul style="list-style-type: none"> Legionella Awareness qualification Asbestos Awareness qualification IOSH qualification Working at Height qualification PAT testing certification
Experience	<ul style="list-style-type: none"> Communicating professionally with other staff/public/visitors face to face Excellent organisational skills Working as part of a team Utilising excellent time management Working under pressure and managing conflicting priorities 	<ul style="list-style-type: none"> Prior/relevant experience of property compliance work
Competencies	<ul style="list-style-type: none"> Ability to plan and manage own workload Ability to work calmly under pressure Ability to balance conflicting priorities Enthusiastic and positive Willingness to learn new skills Well-developed interpersonal and communication skills Enjoys problem solving Seeing jobs through to completion Attention to detail 	<ul style="list-style-type: none"> Good working knowledge of Microsoft 365 including Outlook and Teams.
Values and Attitudes	<ul style="list-style-type: none"> Commitment to Health & Safety, ISO14001, Safeguarding and Prevent processes Tenacious Committed to the ethos and values of Groundwork 	
Additional Requirements	<ul style="list-style-type: none"> Willingness to be flexible and supportive to all Groundwork projects 	

