

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



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## JOB DESCRIPTION

<b>JOB TITLE:</b>	Maintenance Officer
<b>REPORTS TO:</b>	Facilities & Compliance Manager
<b>PRIORITY CONTACTS:</b>	Tenants, General Public, Contractors, Groundwork Staff
<b>LOCATION:</b>	Sites across the North East and Cumbria
<b>SALARY:</b>	£25,887 - £27,385 per annum
<b>HOURS:</b>	37 hours per week

### JOB SUMMARY

As a Maintenance Officer, you'll be ensuring our buildings and sites of operation are safe, functional, and welcoming for everyone. Your day-to-day tasks will include performing routine maintenance, repairs, and inspections of our facilities and equipment. Your role will include the following key areas:

- Regular maintenance and upkeep jobs
- Small scale emergency repairs
- Legal compliance checks
- Facilitating specialist contractor works
- Administration

Your expertise will provide a valuable resource to support Groundwork NE & Cumbria to enable it to achieve its objectives and ensuring buildings are maintained and monitored professionally for the delivery of services, whilst meeting deadlines and maintaining quality.

### KEY TASKS

#### Site Maintenance

Duties to be carried out across premises owned and leased by the Trust:

- Respond to maintenance requests from staff across all office locations, carrying out minor repairs on site as required in timely and professional manner

- Undertake scheduled maintenance duties including, but not limited to, grounds maintenance, painting & decorating
- Conducting site inspections reporting any grounds or buildings maintenance/repair issues and resolving issues before they escalate
- Undertake PAT testing of office equipment to ensure ongoing compliance
- Assemble, repair and move office furniture as needed.
- Monitoring of premises and facilities as part of an ongoing buildings maintenance programme for all Trust premises in line with the requirements of all recognised organisational standards in place i.e.CHAS, ISO14001.
- Liaise with site managers, contractors and suppliers as and when required
- Management of AV and Building Management Systems.
- Maintain awareness of health and safety practices and operate within health and safety guidance at all times.
- Ensure sites are well maintained and compliant to health and safety standards.
- Respond in a safe manner to the effects of adverse weather, e.g. snow clearing, gritting, flooding, high winds, etc.

### **Compliance and Administration**

- Carry out schedule of site checks and maintain accurate, current records, such as:
  - Water temperature checks
  - Monthly and annual emergency light checks
  - Routine building checks such as fire doors, escape routes and fire extinguishers
  - Inspections of floor surfaces & ladder checks
  - Fire alarm testing
  - Sprinkler pump testing
  - Further compliance tasks identified and commensurate with the post
- Maintain records and documentation for of all maintenance, service schedules and compliance checks using office systems
- Maintain accurate records in Fire and Legionella
- Support recycling and waste management initiatives across office locations.
- Assist in the procurement of materials, tools and contractor services ensuring compliance with budgetary and operational requirements.
- Act as primary contact for alarm company in case of intruder alert.
- Willing to undertake training relevant to the role

### **Additional responsibilities:**

- Provide general administrative duties to support the effective management of individual locations
- Provide support to our Green Team service, including supervisory cover and practical undertaking of contracted services.
- Comply with all of the Trust's organisational policy and procedures at all times.
- Maintain the integrity of the Groundwork brand in all internal and external communications
- Flexible approach to working hours with an ability to work outside normal office hours, to include evenings and weekends as required by the business.
- Any other duties commensurate with the level of the post