

Job Title: Maintenance Person
Reporting to: Home Manager/ Head of Estates



About the role

Each of our Homes have a Maintenance person, who is vital in ensuring the safety, comfort and well-being of residents and team members.

From fixing leaky taps to organising the repair of electrical systems to maintaining the grounds and ensuring fire safety regulations are met. With each repair and maintenance task, you're not just fixing things, you're supporting the team in providing excellent care to our residents in their Home.

OUR HOMES PROVIDE AN ENVIRONMENT WHERE INDIVIDUALITY IS EMPHASISED AND THE PRIVACY AND DIGNITY OF ALL OUR RESIDENTS IS RECOGNISED

Duties and Responsibilities

- Maintain a well-decorated, safe, and comfortable environment inside the Home, as well as the surrounding grounds.
- Conduct routine inspections and maintenance checks of the Home including building, equipment and grounds to identify and address any maintenance issues or safety hazards.
- Identify and report damage, faults, and other related issues to Home Manager and Head Office if necessary.
- Liaise with local contractors on site, as required, providing local knowledge and guidance in order that maintenance schedules can be on time.
- Respond promptly to maintenance requests and emergencies, prioritising tasks based on urgency and impact on resident safety.
- Work with the Home Manager and Estates Director on the planning and implementation of upgrades, renovations, and improvement projects, collaborating with the management team to ensure projects are completed on time and within budget.
- Perform preventative maintenance tasks to prolong the lifespan of equipment and minimise the risk of breakages.
- Maintain cleanliness and organisation of maintenance storage areas and equipment rooms, ensuring tools and supplies are stored safely and securely.
- May be required to assist the home in deliveries – for example, deliveries to surgeries and chemists, collect scripts and drive to suppliers when needed.
- Required to record in depth records for maintenance and standards around the home.
- Ensure a safe way of working for all employees in the Home, adhering to health and safety regulation.
- Responsible for the proper use of various pieces of maintenance equipment.
- Undertake any other duties that may be reasonably required as designated by the Home Manager.

About you

- Right to work in the UK.
- Full and valid UK Driving licence and use of a car for company business.
- A minimum of 1 years' experience in a maintenance or similar role.
- A good level of numeracy and literacy.
- Keyboard and PC skills with a basic level of proficiency for the standard range of office applications such as Microsoft Word and Excel.

Additional information

- Disclosure and Barring Service - you will need to complete an Enhanced Access NI disclosure. Access NI is a branch of the Department of Justice. Their role is to process applications from members of the public who require a criminal record check for employment purposes. Healthcare Ireland require 3 forms of ID to process this check.
- Will be required to comply with a DVLA licence check for compliance with HCI insurance policies.