

## **Maintenance Coordinator Job Description**

**Reporting to** Designated line manager

**Department** UK Services

### **Purpose of the job**

To be responsible for ensuring the efficient maintenance and safety of the service and its surrounding areas. Responsible for line-managing designated ancillary staff.

### **Key responsibilities**

- To carry out general maintenance on the buildings, equipment and surrounding grounds to the required standard.
- To plan a proactive maintenance schedule for agreement by the Service manager, incorporating any risk assessment requirements.
- To manage time effectively, to maintain the provision of service to customers and meet the required standards of health and safety, prioritising workload accordingly.
- To line-manage and supervise other designated ancillary staff, such as Maintenance Assistants, Drivers and Gardeners as appropriate.
- To be responsible for ensuring ongoing safety checks take place of all electrical equipment in the building as required for annual certification (PAT testing).
- To carry out any scheduled fire alarm test(s) in conjunction with the line manager, maintaining records of these.
- To be responsible for general repairs required to customer's accommodation and personal possessions as requested.
- To carry out decoration of the premises.
- To report and coordinate any repairs or maintenance work to be done by outside contractors.
- To follow guidelines for COSHH when dealing with hazardous substances.

- To ensure that any requirements for lifting, moving and handling are complied with in accordance with relevant procedures.
- To ensure that any service agreement with external contractors, or purchases on behalf of the service, are agreed beforehand with the line manager and are within pre-agreed limits.
- To ensure that the service has adequate transport services, supervising the driver and providing training for voluntary drivers and staff using the service vehicles.
- To maintain close working relationships with the staff team to maintain knowledge of customer support needs.
- To comply with LC and any local safeguarding and mental capacity act (MCA) policies and procedures.
- To work within the regulatory compliance requirements applicable at the respective service.
- To maintain an awareness of individual customer risk assessments relating to specific support needs, for example, dysphagia, mobility and safety.
- To participate in supervision, appropriate staff meetings and training activities (including updates) as required, sometimes off-site and outside normal hours.
- To comply with all health and safety policies and procedures.
- To participate in supervision, appropriate staff meetings and training activities (including updates) as required, sometimes off-site and outside normal hours.
- To be responsible for maintaining and improving own knowledge and skills through experience and training.
- To undertake additional responsibilities as requested by the Service Manager following the successful completion of specific training and personal skills development.
- To undertake any other reasonable duties as requested.

**Person specification**  
**Essential requirements**

- To have previous, relevant experience in an appropriate skill (e.g. plumbing or carpentry), or in a similar role.
- A level 3 or 4 qualification in an appropriate skill would be advantageous.
- To have previous supervisory experience.
- To have a driving licence if required by the respective service.
- To be willing to work flexibly in accordance with the needs of the service.

- To have a genuine commitment to the values and ethos of Leonard Cheshire.

### **Key competencies and skills**

- To understand the principles of workplace safety (including hazard compliance).
- To be able to demonstrate knowledge of COSHH implications of materials/ supplies.
- To be able to demonstrate knowledge of PAT testing.
- To have good basic literacy and numeracy skills.
- To be able to communicate with people at all levels.
- Able to organise own workload and that of others being able to prioritise and delegate accordingly.

### **Our values at Leonard Cheshire**

**Positive** warm and empathetic, we always look to progress and improve.

**Proud** strong-willed and spirited, we are firm in our beliefs.

**Pioneering** confident and imaginative, we are creative change makers.

**Leonard Cheshire welcomes applications from all sections of the community. We actively encourage applications from people with a disability, supporting where possible, your requirements for reasonable adjustments.**

