

<b>Job Title</b>	General Maintenance Coordinator – Multi centre based, across Essex sites
<b>Employer</b>	Nwes Property Services Ltd
<b>Line Manager</b>	Delivery Manager
<b>Hours of Work</b>	Part time 25-hour week, across 5 days <i>A flexible approach will always be required, and this may include occasional overtime to ensure all reasonable job requirements are met.</i>
<b>Purpose / Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ Carry out general maintenance within the centres and grounds</li> <li>➤ Test, troubleshoot and perform basic repairs on centre equipment and facilities, such as plumbing, lighting and centre appliances</li> <li>➤ Repair minor plumbing issues, unblockage of drains (both internal and external) fixing of leaks, specifically within the toilets and kitchen areas</li> <li>➤ Repair, prepare and decorate walls, ceilings, doors and stairwells</li> <li>➤ Carry out routine landscaping on the grounds, mowing lawns, litter picking, general maintenance of shrubs and flower beds.</li> <li>➤ Maintain maintenance inventory and request parts and equipment when necessary</li> <li>➤ Perform preventative maintenance on centre facilities, equipment and tools where required.</li> <li>➤ Ensure the facilities and equipment are adequate and safe for all staff and centre users</li> <li>➤ Carry out regular inspection of the facilities &amp; report any issues to the centre team</li> <li>➤ Update the centre team with progress on required scheduled works and ad-hoc tasks.</li> <li>➤ Suggest additional repairs when identified and needed</li> <li>➤ Respond in a timely manner to any issues reported by the centre team</li> <li>➤ Work in a tidy and safe manner, ensuring the least disruption to the centre and its users</li> <li>➤ Follow the centre’s health and safety procedures</li> <li>➤ Any other general duties as required by your line manager</li> </ul>

**Job Description and Personal Specification**
**Characteristics**

	<b>Essential</b>	<b>Desirable</b>
<b>Physical Characteristics</b>	<ul style="list-style-type: none"> <li>➤ Able to visit other sites</li> <li>➤ Full driving licence and use of own vehicle</li> <li>➤ Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance and heavier lifting or movement tasks with assistance</li> <li>➤ Move up and down stairs, service ramps, and/or ladders</li> <li>➤ Reach overhead and below the knees, including bending, twisting, pulling, and stooping</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ General maintenance experience</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>➤ Competent in building repair and maintenance</li> <li>➤ Excellent organisation skills</li> <li>➤ Excellent time management</li> </ul>	<ul style="list-style-type: none"> <li>➤ Recognised training and qualifications, such as NVQ's or City &amp; Guilds</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>➤ Excellent customer service and interpersonal skills</li> <li>➤ Ability to communicate with a variety of individuals and establish a working relationship whilst maintaining a professional approach</li> </ul>	
<b>Aptitudes</b>	<ul style="list-style-type: none"> <li>➤ Ability to work under pressure</li> <li>➤ A natural ability to get on with people</li> <li>➤ Ability to prioritise own workloads</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>➤ Open and friendly</li> </ul>	
<b>Motivation</b>	<ul style="list-style-type: none"> <li>➤ Self-motivator and able to manage own time efficiently and effectively</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>➤ Flexibility to work outside of normal office hours</li> </ul>	