

Job Description

Job Title	SITE MAINTENANCE MANAGER
Reporting to:	DIRECTOR ADULT SERVICES
Main purpose of Job	To manage a multi-skilled team, undertaking general maintenance and upkeep of our sites in Ivybridge which include regulatory properties for our residents, offices, hydro pool and other facilities in support of our fantastic Young Adults. To ensure that the site is safe and work is carried out efficiently and to a high standard.
Main duties: Role Specific	
<ul style="list-style-type: none"> • To undertake general maintenance work on all Trust property and equipment, including Trust vehicles • To manage the maintenance team • Manage all aspects of the site, taking responsibility for all the daily and scheduled maintenance • Support the team to respond to any reactive situations, prioritizing work and directing staff where necessary • Carrying out the lead role for all site specific health and safety issues, ensuring all staff are appropriately trained and competent • Ensure all work is carried out in accordance with risk assessments, safety legislation, policies and procedures, together with any other statutory regulations and codes of practice • Managing all contractors and service contracts, together with reviewing contract performance • Responding quickly to priority tasks, undertaking fault diagnosis and ensuring all work is carried out to the highest standard quickly and efficiently • Review current maintenance systems and procedures, proposing and implementing improvements and effective systems of work • Scheduling project works, planned maintenance, prioritizing workload and scheduling for the team • Completing all necessary documentation, including scheduling, inventories and performance management • Working within agreed budgets • Conduct maintenance follow-up inspections, and safety and security inspections • To communicate effectively and professionally with all stakeholders 	

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JOB DESCRIPTION

General Duties

VALUES

- To act as a positive and professional ambassador in order to support the Trust's mission and profile
- Facilitate good practice in others by acting as a role model at all times
- Respect and value all students and staff within the Trust
- Represent the Trust professionally at all times
- Adhere to professional boundaries
- Carry out your duty of care/ duty of candour at all times
- To put the young adults at the centre of their care at all times

SAFEGUARDING

- To adhere to and follow child/adult protection policies and procedures, in order to promote the safety of all service users at all times.
- Understand your responsibility in reporting any unacceptable behaviour/ safeguarding issues involving staff in a confidential, timely manner and complying with policies and procedures as required.
- Follow all policies and procedures of the Trust relating to your employment at all times
- To keep up to date and comply with relevant legislation and good practice and attend relevant training as required

HEALTH AND SAFETY

Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

- Ensure the safety of everyone on site and staff at all times
- Identify potential risk and assist in carrying out risk assessments as required
- Be proactive in taking action to report and rectify faults
- Ensure Health and Safety documentation is completed e.g. accident and incident forms, within time stated in Trust policy and/or legislation

EQUALITY AND DIVERSITY

The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

CONFIDENTIALITY

The post holder must maintain appropriate levels of confidentiality at all times about students/young people/young adults, staff and other Trust business at all times.

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with the Trusts policies and procedures around confidentiality.

COMMUNICATION

- Communicate with everyone on site effectively and appropriately at all times

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- Communicate with all staff effectively and appropriately at all times
- Share experience with colleagues to allow for continued improvement in communication
- Attending relevant meetings as required
- Attend appropriate training to enable effective communication with service users
- To keep appropriate, clear, accurate and timely records as required in line with Trust policies and legislation

TEAMWORKING

- Build and maintain good working relationships with colleagues/staff, and external contacts as appropriate
- Liaising, co-operating and support colleagues/staff within own department and other departments as required, in a professional and timely manner, especially in relation to an activity that will directly impact on service users well-being and safety

PROFESSIONAL DEVELOPMENT

- Adhere to Performance Management processes in line with Trust policies and procedures
- Undertake all Mandatory Training and other training to maintain and improve own knowledge and skills.
- Undertake any extended training required to ensure continued professional development
- Willingness to undertake Level 3 Diploma in Health & Social Care

FLEXIBILITY

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other duty or task within the responsibility level for their post.