



Job Description

Maintenance Manager

Responsible to: Head of Operations

Responsible for: Maintenance Worker(s)

Job Purpose: To be responsible for all aspects of building and general maintenance ensuring that it is kept to the highest standards, in good working order, safe and clean for staff and customers.

Key responsibilities:

Main

1. To ensure that internal maintenance requests are dealt with in a timely manner.
2. To communicate with internal customers to ensure that the appropriate level of service is being provided.
3. To procure services and materials that are best value for money.
4. To scope project work and to write specification documents to facilitate a tendering process.
5. To propose the annual maintenance and servicing budget.
6. To keep accurate accounting records and to manage expenditure against the allocated budget.
7. To be the project manager on all building projects and to use appropriate management tools to ensure that work is completed on time and within budget.
8. Co-ordinate activities of contractors ensuring that required documentation is in place prior to any work starting.
9. To be a member of and contribute to the health and safety.
10. Maintain a log for all health and safety issues e.g. servicing of fire extinguishers, fire exits, inspection of gas boilers, asbestos inspection, PAT testing.
11. To undertake health and safety works as detailed in the quality improvement plan.
12. To ensure that CECC has adequate oil and gas supplies.
13. To liaise with the Fire & Health and Safety reps during visits and to ensure that any recommendations are carried out.
14. To arrange for contractors to carry out the necessary checks to ensure compliant with current legislation.
15. To identify risks and recommend actions to the health and safety group.
16. To implement preventative maintenance programmes.
17. To manage end of term closedown procedures.
18. Provide an emergency call out service and additional salting Services in snow and Ice
19. To ensure the safety of all staff and learners at all times in relation to maintenance work.
20. Participate in Health & Safety meetings.

General

1. Working according to the policies and guidelines of the Organisation.
2. To be committed to Continuous Professional Development (CPD).
3. Improving your own understanding of the values that underpin the work in the Organisation by attending relevant induction and training.
4. Respect confidentiality at all times.
5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification

Maintenance Manager

Requirement	Essential or Desirable?	How Assessed?
<p>Knowledge & Understanding:</p> <ul style="list-style-type: none"> Operational experience Experience in a managerial role Recognised management qualification e.g. HNC NEBS, CMS. Health & Safety qualification e.g. IOSH Managing Safely Certificate, BSC level1 or 2 certificate or similar Experience of completing risk assessments. Detailed knowledge of property maintenance, legislation and good practice. Experience of managing response, cyclical and planned maintenance schedules. Knowledge and experience of Project Management Excellent practical technical knowledge of building and maintenance contract management. Experience of working with Microsoft Office. A current, clean driving license. 	<ul style="list-style-type: none"> Essential Desirable Desirable Essential Essential Essential Essential Essential Desirable Essential 	<ul style="list-style-type: none"> Application Application Application Application Application & Interview Application & Interview Application & Interview Interview Application & Interview Application Application
<p>Skills & Abilities:</p> <ul style="list-style-type: none"> Excellent interpersonal skills. Excellent communication skills. Excellent numeracy & literacy skills. Excellent planning skills. Excellent organisational skills. Ability to prioritise workload and meet strict deadlines. Ability to work independently and as part of a team. Good telephone manner. Good IT skills. 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential Essential Essential Essential 	<ul style="list-style-type: none"> Interview Interview Interview Interview Interview Interview Interview Interview Application & Interview
<p>Personal Attributes:</p> <ul style="list-style-type: none"> Self-motivated. Innovative. Professional. Commitment to personal development. Flexible in approach. Reliable. Honest. Not afraid to make decisions and accept responsibility. 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential Essential 	<ul style="list-style-type: none"> Interview Interview Interview Interview Interview Reference & Interview Reference Interview