

Maintenance Worker
Job Description & Personal Specification

Overview

Centre:	King's Park Conference & Sports Centre
Position:	Maintenance Worker
Reporting to:	King's Park General Manager
Hours:	21 hours per week (3 days x 7 hours)
Role Type:	Permanent, Part-Time
Overall Purpose:	To provide maintenance and general upkeep for the King's Park Conference & Sports Centre. This will involve undertaking tasks as directed by the management to maintain & enhance the facilities of the centres, prolong the usefulness of the buildings & equipment, and maintain standards of health & safety.

Job Description

- To carry out routine maintenance throughout the centres in accordance with planned schedules.
- To carry out maintenance checks and readings on plant & installations according to planned schedules, and keep relevant records up to date.
- To carry out maintenance checks & minor repairs to accommodation and other facilities.
- To carry out or assist in other emergency or routine maintenance tasks.
- Ability to fault find and carry out minor maintenance repairs.
- Occasional emergency call-out cover outside normal working hours.
- To assist with any other tasks that may be required for the smooth running of the centre.
- To attend any regular update/team meetings as required.

This job description dates from June 2021 and may be subject to review at any time as deemed necessary.

Personal Specification

Attributes	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Understanding of operating procedures & risk assessments. • Ability to maintain accurate records. • Basic computer literacy. 	<ul style="list-style-type: none"> • Excellent communication skills.
Experience	<ul style="list-style-type: none"> • Good general handyman skills & previous maintenance/building repairs. • Use of industrial/electrical/mechanical equipment. • Problem solving. 	<ul style="list-style-type: none"> • Previous experience of working within a similar role.
Education/Qualifications	<ul style="list-style-type: none"> • Basic reading, writing & maths. • Knowledge of H&S legislation. 	<ul style="list-style-type: none"> • Electrical qualification. • H&S qualification. • First aid.
Other	<ul style="list-style-type: none"> • Must be flexible, adaptable, conscientious & pro-active. • Ability to work within a team. • Must be able to work at height. 	<ul style="list-style-type: none"> • A flexible approach to working hours.