

General Maintenance Assistant Fixed short term contract

Job Description & Personal Specification

Overview

Centre:	Whitemoor Lakes
Position:	General Maintenance Assistant
Reporting to:	Estates Manager / Deputy Estates Manager
Hours:	Zero hour contract Estimated 37.5 hours per week Monday – Friday: 8.30am – 4.30pm
Role Type:	Short Fixed Term, zero hour contract (6 weeks)
Overall Purpose:	To complete an urgent programme of restoration and repair to the exterior walls of the centre, during the summer.

Job Description (in brief)

Main roles:

- To clean down, and fully strip the current surface of all exterior walls, using appropriate machinery where applicable, including sander,
- To varnish / paint exterior walls of the centre
- To assist in fixing any minor repairs to the exterior walls of the centre

General Maintenance:

Although the role is predominantly an outside role, to restore, repair and paint the external walls of the centre, there may be the odd day, particularly if weather is bad, that additional duties may be required, to include:

- To fix minor fixtures and fittings within accommodation lodges, including door and window furniture, light bulbs, switches, bathroom fittings (toilets, seals etc) and radiators
- To assist the estates team on other tasks and projects where applicable, in particular, getting the centre back up and running after being used as a vaccination centre.
- To undertake other duties as requested by the Head of Centre / General Manager / Estates Manager

Personal Specification

Attributes	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Painting / decorating • General maintenance skills. • Competent in using a range of tools, including hand drills. • Customer focused. • Keen eye for detail. • Good observation skills. 	<ul style="list-style-type: none"> • Experience of fault reporting • Experience in log keeping
Experience	<ul style="list-style-type: none"> • Previous experience of painting / decorating. 	<ul style="list-style-type: none"> • Experience of working with a sander tool
Education/Qualifications		<ul style="list-style-type: none"> • Relevant maintenance qualifications. • Relevant decorating trades qualifications.
Other	<ul style="list-style-type: none"> • Flexibility, can do attitude • Pro active • Able to work well on their own and self-motivator. • An outdoors person, who doesn't mind working in the rain • Good with heights • Not afraid of spiders 	

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