

**Maintenance Lead**  
Job Description & Personal Specification

**Overview**

<b>Centre:</b>	King's Park Conference & Sports Centre
<b>Position:</b>	Maintenance Lead
<b>Reporting to:</b>	Centre Manager (Conference Centre)
<b>Hours:</b>	37.5 hours per week (5 days x 7.5 hours, including occasional weekends)
<b>Role Type:</b>	Permanent
<b>Overall Purpose:</b>	To provide maintenance for the King's Park Conference & Sports Centres. This will involve undertaking hands on maintenance tasks as directed by the centre manager to maintain and enhance the facilities across the site. To prolong the usefulness of the buildings and equipment, and maintain standards of health & safety.

**Job Description**

1. With the centre manager, review and carry out the planned preventative maintenance programme and keep appropriate records.
2. Working with the centre and sports manager, set a maintenance / upgrade programme before items become obsolete. This will become part of the planned schedule of works.
3. To advise the centre manager, or sports manager, when external contractors are required to complete a specialised maintenance task.
4. To liaise with external contractors when they are on site.
5. To ensure Health and Safety recommendations and requirements, building regulations, organisational policies and site rules are followed.
6. To organise and maintain effective equipment and materials inventories.
7. To carry out reactive maintenance and repairs throughout the site to minimise disruption caused by breakdowns/damage etc.
8. To carry out routine proactive maintenance throughout the site in accordance with planned schedules.
9. To carry out maintenance checks and readings on plant & installations according to planned schedules, and keep relevant records up to date. This will include, but not limited to, water hygiene checks.
10. Ability to find and rectify faults and carry out maintenance repairs.
11. To carry out or assist in emergency maintenance tasks which could be outside the normal working hours.
12. To attend any regular update/team meetings as required.
13. To assist with any other tasks that may be required for the smooth running of the site.

This job description dates from October 2023 and may be subject to review at any time as deemed necessary.

**Personal Specification**

Attributes	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Must be flexible and adaptable, self-motivated and a pro-active worker</li> <li>• Ability to remain calm under pressure</li> <li>• Conscientious and takes pride in the work</li> <li>• Ability to prioritise tasks</li> <li>• Must be able to work at height</li> </ul>	<ul style="list-style-type: none"> <li>• Happy demeanour and a good sense of humour</li> </ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Basic reading, writing &amp; maths.</li> <li>• Knowledge of H&amp;S legislation. Training will be provided</li> <li>• Willing to undergo training as required</li> <li>• A competent person for electrical repairs</li> <li>• Eager to learn and proactively aim to keep the site, services and estate in good condition</li> </ul>	<ul style="list-style-type: none"> <li>• First aid</li> <li>• Qualified electrician</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Competent at basic building repairs and maintenance</li> <li>• Be able to work on own initiative following company policy</li> <li>• Use of small industrial / electrical and mechanical equipment</li> <li>• Flair for fixing things and problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working within a similar role.</li> </ul>
<b>Job Specific</b>	<ul style="list-style-type: none"> <li>• Uphold the foundation and act with integrity and in accordance with the organisation's values/</li> <li>• Flexible approach to working hours</li> <li>• A team player</li> <li>• Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• A full driving licence</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of operating procedures &amp; risk assessments.</li> <li>• Ability to maintain accurate records.</li> <li>• Computer literacy.</li> <li>• Ability to fault find and carry out repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• I.T Skills</li> <li>• Knowledge of Excel</li> <li>• Previous record keeping</li> </ul>