

ROLE PROFILE

Role Profile			
Job Title	Estates Maintenance Technician		
Section	Estates	Department	Business Support
Reports to (Job Title)	Operations Manager		
Location	Plymouth		

Job Purpose	<p>Responsibilities include:</p> <ul style="list-style-type: none"> • Upkeep and general care of the buildings and grounds. • To carry out regular compliance checks, including Fire Alarm checks, ladder inspections and all other compliance related activities to support the safe operation of our sites. • General maintenance and minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers, repainting of doors and walls, hanging shelving (This list is not exhaustive, but should be treated as an example of the level and type of tasks that may be required) • Report and log any defects of building, furniture, fittings and equipment and report any that which is beyond the competence and responsibility of caretaking staff • Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note. • Ensure that all refuse is disposed of promptly and stored away from the main building • Ensure that a clear passage is maintained on fire escape routes and the fire doors and exits are compliant and reporting any access issues to the responsible person • Opening and closing, unlocking and locking of gates and buildings as required. • To give access to contractors during school holidays and weekends if required • Carry out regular grounds maintenance activities as required by the various sites supported.
Key Competencies and Output	<ul style="list-style-type: none"> • Good communication skills • Good knowledge of basic DIY skills • Ability to carry out general repairs • Be able to work flexibly • Be able to work on own initiative • Excellent interpersonal skills <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
Experience, Knowledge, Skills and Qualifications	<p>Grades A*/9 - C/4 in English and Maths GCSEs are desired</p> <p>Basic use of IT equipment including email</p> <p>Experience in a customer focussed role would be an advantage</p> <p>An enhanced DBS disclosure is required</p>
Corporate Standards	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p>

	<p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>
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