



Job Specification for Maintenance Person

JOB PURPOSE:

To monitor and ensure the safety and maintenance of the building and equipment. To organise working time in such a way as to maximise the efficiency of the Service. All duties and responsibilities must be carried out with due regard to Turning Point Scotland's procedures and code of conduct

KEY ACCOUNTABILITIES/TASKS

- To agree a preventative maintenance programme in collaboration with Administration Officer
2. To report all faults to the Administration Officer and keep a daily diary, relevant records and reports.
3. To repair and make good any minor faults, confining electrical repairs to basic fuse, plug malfunctions and bulb replacements and monitor the work of external tradesmen
4. Decoration (emulsion & gloss) to the internal fabric of the Service **on an ongoing, regular basis.**
5. To cover cleaning duties when required, particularly when cleaning team are short staffed.
6. To liaise with Administration Officer regarding maintenance of the heating system and external fabric
7. To be responsible for keeping all outside areas and internal stairwells clean and tidy
8. To understand the basic operation of the Service's electricity, gas, water and security systems
9. Drive the Projects Mini-bus/car if and when required, collect and/or transport any goods to and from the Service

10. Participate in core training and specific training as recognised by Administration Officer
11. To ensure roadworthiness, valeting and upkeep of transportation
12. To be aware of and adhere to Health and Safety regulations
13. To carry out weekly fire drill/test and keeping appropriate records.
14. To respect and actively participate in regular supervision and other meetings as required
15. To carry out any other duties as requested, by the Administration Officer that are consistent with the above job description
16. To respect, be aware of, and positively apply Turning Point Scotland's policy of Equal Opportunity
17. To respect and be aware of Turning Point Scotland's Policy of Confidentiality

I accept the particulars of this job description

Signed

Date

Essential/ Desirable

Experience

1	Previous working knowledge and experience of performing caretaking/maintenance duties	Essential
2	Basic working knowledge and experience of electrical, plumbing and building Maintenance.	Essential
3	Experience of working to a schedule and prioritising daily workload with the minimum of supervision	Desirable
4	Working experience of internal decoration, maintaining a clean and safe working environment	Essential
5	Experience of working within statutory regulations relating to Hygiene, Health & Safety	Desirable
6	Be able to keep up to date records and complete reports for management	Desirable
7	Experience of working with external contractors and agencies	Desirable
8	The ability to display flexible and helpful qualities toward work and colleagues	Essential

Other requirements of the post

10	Have an understanding of Equal Opportunities	Essential
11	Have an understanding of the importance of maintaining confidentiality	Essential