

Job Description

Job Title: Maintenance coordinator

Responsible to: Head of Centre

Job Purpose: Direct responsibility for overseeing safety and maintenance across all areas of the Centre. This will include completing the mandatory monitoring and checking of our water temperatures and fire checks, the regular maintenance of all our buildings and vehicles and support from activity staff our activity equipment,. You will liaise with external contractors for the mandatory servicing of our gas, water, solar, oil and fire systems. With an ability to act on your own initiative, you will resolve problems as they arise whether directly, or by assembling staff and volunteers, as required for the task.

Main Responsibilities

- Maintain all health and safety records for water testing, fire extinguishers, alarms and call points and appropriately record findings. To take appropriate action where required in line with both the Trust and national guidance.
- Coordinate all external mandatory annual servicing for gas, water, solar, oil and fire systems with external contractors.
- Where needed coordinate all external mandatory maintenance for gas, water, solar, oil and fire systems with external contractors
- Responsible for the daily maintenance/condition of all buildings and activity equipment,
- To lead the maintenance, servicing and repair of all water and land-based activity equipment to include sailing, power boat engines, canoeing, kayaking, climbing towers
- Manage the 'fault reporting process' and complete work where need, including investigating damages and problems
- Coordinate external contractors to complete servicing, maintenance or statutory inspections of buildings and activity equipment
- To safety operate and use chemicals such as epoxy resins, paint thinners and cleaning materials.
- Create lists and get quotes for spares and equipment that are needed. These will then be passed to the Head of Centre for approval
- Keep the workshop tidy and ensuring all tools and maintenance equipment is serviceable and fit for purpose
- Supervise both staff and volunteers who are assisting with maintenance and repairs

General duties to include the following:

- Support the centre Housekeeper, Catering supervisor and Chief Instructor with the daily maintenance/condition of the buildings.
- To report to the Head of Centre, any breaches of safety or any incidents that may cause concern.
- To carry out any other duties as requested by the Head of Centre

Person Specification

Role Specification	Essential	Desirable
To hold experience in the recording and formal checking of building services to include water temperatures, fire alarms and call points. (Training will be provided)		✓
To hold experience and/or formal qualifications in the maintenance of buildings and marine equipment.	✓	
To have proven knowledge and experience in maintaining and servicing of marine equipment and buildings to include, Painting, Carpentry, Welding and use of gardening equipment.	✓	
Ability to create a maintenance schedule	✓	
Basic knowledge of systems to be maintained (e.g. Gas, Electrical and Water)	✓	
Ability to lift heavy loads, Physical agility, Manual dexterity within general health and safety guidance	✓	
Knowledge and experience of Health & Safety and COSHH regulations is required as they relate to the operation of cleaning equipment, resins, paints and the dilution of cleaning materials (training will be provided)		✓
Ability to use common tools and machinery such as hammers, hoists, saws, drills, compressors and petrol machinery	✓	
Ability to act on own initiative, dealing with any unexpected problems that arise	✓	
Ability to keep to inspection deadlines and clearly record findings where appropriate	✓	
Ability to work in an organised and methodical manner	✓	
Willing to develop their own capabilities and qualifications.	✓	
Good communicator.	✓	
Good organisational skills	✓	
First Aid qualified (training will be given)		✓
To be able to work as part of a team and independently	✓	
Completion of The Disclosure and Barring Service (DBS) process.	✓	
Experience and/or qualifications in related Health and Safety practises e.g. COSHH, Risk assessments or electrical testing		✓
Driving licence with D1 or equivalent.		✓