

JOB DESCRIPTION TEMPLATE

Job Title:	Maintenance Operative		
Hours:	37.5 hours	Status:	Permanent
Accountable to:	Property and Facilities Manager		
Remuneration: Per annum	£24,150.00	Responsible for:	N/A
Location:	Oxford and Homeless Oxfordshire locations in Banbury, Bicester and Abingdon		

About us:

Homeless Oxfordshire Ltd is a registered charity working across the county with people who are facing homelessness. We provide a range of accommodation with access to high quality support, offering a safe and welcoming space for people to take control of their own lives.

We strive to provide a greater level of psychologically informed support in the right environments for some of the most vulnerable people across the county. In order to achieve this a large part of our future plans involve the acquisition of new properties and the development of existing accommodation.

Main purpose of job:

To carry out maintenance tasks whilst providing accurate up to-date records for planned maintenance and checks under the direction of the Property and Facilities Team Manager. To ensure that Homeless Oxfordshire's buildings, utilities, and equipment are properly preserved

Main Areas of Responsibility:

The main duties will include, but are not limited to, undertaking of emergency repairs and on-going maintenance work to all Homeless Oxfordshire's properties.

- Basic electrical work (changing lamps/tubes/starters)
- Basic plumbing (unblocking toilets, tap repairs/replacements)
- Basic joinery work (fit/repair doors/hinges/adjust closers and window furniture)
- Painting & decorating
- Clearing gutters/drains/gullies
- Low level repairs and cleaning
- Gardening and waste removal
- Planned maintenance and voids repairs/works

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- Assisting other team members or contractors in completing diagnostic and remedial work and referring any issues to the Property and Facilities Team Manager as appropriate.
- Assisting in the maintenance, repair and legislative compliance of all properties as required by working with other team members and external contractors.
- Assisting with the efficient disposal of hazardous waste materials including paint products, lamps and tubes in accordance with current legislation.
- Working within Health & Safety legislation, reporting any breaches or concerns directly to Head of Property and Development in a timely manner.
- Routine inspection and fault finding of plant for all mechanical and electrical equipment and the reporting of any faults or concerns.
- Ensuring work is carried out in compliance with all applicable procedures, safe working practices and statutory requirements.
- Completion and maintenance of associated records and documents.
- Undertaking a range of associated but non-specific tasks as required e.g. tidying work areas, collecting parts/materials, driving/delivering, attending/assisting at fire drills, lifting/carrying furniture/files etc.
- Assisting with keeping the maintenance areas clean and maintained to a standard that is compliant with current safety regulations and the Homeless Oxfordshire's Health and Safety Policy.
- The maintenance operative will be expected to work in areas at height, in plant rooms and areas where access is restricted. Work will be indoors or outdoors at any time of the year.

Key working relationships

- Property and Facilities Team Manager
- Head of Property and Development
- Support Services and Housing Team

Safeguarding statement:

Homeless Oxfordshire is committed to safeguarding and promoting the welfare of all adults, children and young people who are at risk of harm and that come into contact with our services. We believe that all adults, children and young people have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the wellbeing of the vulnerable adult, child or young person is paramount. As a result, we have a robust safeguarding policy to ensure everyone is treated fairly and a whistleblowing policy to enable people raise any concerns confidentially.

We expect everyone (staff, trustees, associates, volunteers and anyone working on behalf of the Company) to share this commitment and read, understand and adhere to this policy and related procedures.

Equal Opportunities

We employ people on the basis of their abilities. We strive to attract and develop talent that is representative of our clients and all sections of the society, and do not discriminate based on of age, faith, disability, race, gender, sexuality and socio-economic, regional or cultural background.

If you are shortlisted and need us to make any adjustments to help you attend for interview, please let us know.

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Person Specification:

Factors	Essential	Desirable	Recruitment Selection Method (Application, Interview, Assessment)
Knowledge, Experience, Qualifications, Professional Memberships & Training	<p>Experience in a property maintenance role, have proven experience in all aspects of maintenance, fault-finding and repair works.</p> <p>Experience in paid employment, voluntary work or similar, in an environment where organising work and time were essential to success</p> <p>Knowledge of Health and Safety regulation and ability to apply those in everyday work</p> <p>Possess a good level of numeracy and literacy with conversational spoken English.</p> <p>Familiar and comfortable with IT and adaptable to learn new systems</p>		A
Communication, Engagement & Relationships	<p>Ability to deal appropriately with sensitive or difficult situations involving landlords, clients or contractors</p> <p>Ability to establish constructive, professional relationship on different levels within the organisation and outside</p>		I
Team Skills	<p>Be organised and able to work methodically in a safe, clean and tidy manner.</p> <p>Ability to work well with others</p> <p>Have a 'hands-on' approach and willingness to take on new responsibilities/training opportunities.</p>		I
Analytical, Problem Solving, Judgement and organisational skills	<p>Ability to organise own time and work according to daily demands</p> <p>Ability to use own initiative and be a self-starter</p>		I

This post is part of Oxfordshire's Homeless Alliance. Its members are people with lived experience of homelessness, service providers, and local authorities. The Alliance has come together to end rough sleeping and improve services so that they make a positive difference to the lives of people who are homeless and at risk of homelessness in Oxfordshire. The job description is a broad reflection of current duties and it is not exhaustive. It will be reviewed regularly to reflect priorities and developments as the need arises.