**JOB DESCRIPTION**

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| **JOB TITLE:**  | Maintenance Manager |
| **REPORT TO:**  | Home Manager |
| ****JOB SUMMARY**** This job description is a statement of the core duties of the Maintenance Manager, but it is not an exhaustive list. SLW LTD may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The Maintenance Manager will take responsibility for all the day-to-day and planned maintenance works across the Home, as well as overseeing a small team of maintenance and gardening staff.****Duties and Responsibilities**** * Contribute to high levels of cleanliness within the buildings; this may include delegating responsibilities to an apprentice or bringing any aspects of concern to the attention of the Management Team.
* To perform routine preventative measures to ensure that the physical condition of the buildings does not deteriorate.
* Check the maintenance records to see any issues which have been highlighted by staff/service users and make arrangements to assess the work.
* Perform repairs and tasks which are within your area of expertise, this may include but is not limited to: plumbing, joinery, fixing and fitting utilities machinery, building furniture, flooring and other reasonable duties within your professional capabilities.
* Make arrangements with relevant contractors to perform tasks and repairs which cannot be fulfilled by you or maintenance team.
* Take responsibility for liaising with and supervising the contractors when they are on site.
* Use the relevant paperwork to maintain an accurate record of all maintenance tasks completed.
* Ensure that all repairs and maintenance, including those which have been performed by external contractors, have been thoroughly and accurately documented in the maintenance file relevant to the property the works have been carried out for.
* Keep accurate records and relevant documentation, such as invoices, guarantees etc. in the centrally located maintenance files in the individual property to which the documentation relates to.
* Bring it to the Home Managers attention if the maintenance file is not being kept up to date to enable them to take immediate action.
* Use and maintain the upkeep of a range of tools, this may include but is not limited to: Drills, Saws, Mowers, Hammers, and Ladders etc. Ensuring the use of tools is safe and any relevant safety features/equipment is used.
* Making arrangements to purchase, order and/or collect equipment related to your job. Liaising with the Home Manager to approve costs and purchasing where relevant.
* Have a high level of communication with the company direct to discuss any aspects of work you are completing or need to be completed.
* Demonstrate a high level of self-sufficiency in identifying and undertaking tasks within your day to day work.
* Undertake other reasonable duties within your professional capabilities at the request of the Home Manager.

**Health & Safety** * **Report immediately to the Home Manager, or person in charge, any illness or infectious nature or accident incurred by a Service User, colleague, self or another.**
* **Understand, and ensure the implementation of, SLW LTD’s Health and Safety policy, and Emergency and Fire procedures.**
* **Report to the Home Manager, any faulty appliances, damaged furniture, equipment or any potential hazard.**
* **Promote safe working practice within SLW LTD.**
* **Ensure the security of SLW LTD is maintained at all times.**

****Skills/Qualifications***** Preferred Experience in Building Trades.
* Electrical, Carpentry, Plumbing, Mechanical Services.
* Working without Immediate Supervision.
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This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

SLW LTD reserves the right to amend this job description from time to time, according to business needs.