



## General Maintenance

### Job Description & Person Specification

**Rate of pay: TBC**

**Hours: 37.5**

**A/L entitlement: 28 days**

**Responsible to: Operations  
Manager**

#### Mission Statement

The Orchard Trust supports the involvement, independence and development of people with learning disabilities

#### Values of the Orchard Trust

- Kindness
- Respect
- Working together
- Individuality

## **Job Description and Person Specification**

### **Overview**

As part of the Trust wide maintenance team you will work across all services. The work will be varied and you will utilise your carpentry, DIY and building skills. You will need to be confident in applying yourself to tasks such as – installing new bathrooms and kitchens, painting and decorating, renewal and repair, fence building, basic vehicle and equipment maintenance etc.

You will be working within the Trust's services and you will need to build good relationships with staff and service users. In addition, you need to build and maintain good relationships with local suppliers, community and immediate neighbours.

### **RESPONSIBILITIES**

#### **General Maintenance**

- To keep all Trust services, equipment and sites in good repair as requested by managers or identified by yourself and approved
- To refit kitchens and bathrooms as required
- To redecorate properties internally and externally
- To undertake garden maintenance and support design changes
- To ensure all works undertaken are suited to the needs of our service users
- To work within required timescales and budgets
- To adhere to the Health and Safety at Work Act 1974 and to comply with The Orchard Trust's Health and Safety policies and procedures by liaising with the Head of Support and Operations Manager
- To attend Health and Safety meetings when required
- To wear personal protective equipment as required
- To help plan and manage a programmed 5 year maintenance strategy
- To prioritise workload and work within budget and timescales with the Operations manager
- Coordinate and oversee work carried out by outside agencies
- To ensure correct documentation and record keeping systems are maintained and accurate, e.g.: invoices, risk assessments etc.
- To ensure security, maintenance and suitability for all equipment used on and off site (including machinery, tools, equipment and vehicles etc.)
- Supervise and coach new maintenance staff as required
- To actively participate in staff and other meetings.
- Be able to drive / have own transport
- To communicate effectively and appropriately

#### **Health and Safety:**

- Promote a positive attitude towards the development and maintenance of a Health and Safety culture through all aspects of the Trust. Take personal ownership of all tasks undertaken to ensure compliance with Health and Safety Legislation and Trust policies and procedures.
- You must be aware of welfare issues that may affect you and be proactive in asking for help and support where required.
- To take all reasonable health and safety precautions and to participate in suitable instructions in such matters. To notify senior staff of any deficiencies observed in other provisions within the Orchard Trust.

### **Equality and Diversity:**

- At all times promote the Trust's core values and an organisational culture that positively reflects best practice on equality and diversity issues and that meets the Trust's legal and ethical obligations.

### **ESSENTIAL EXPERIENCE/SKILLS**

- Carpentry
- General building & DIY
- Be a good all rounder with some knowledge of plumbing and electrics
- Have a strong work ethic
- A positive, can-do approach
- Attention to detail and pride in your work
- Be energetic and enthusiastic
- Be innovative and inventive in thinking and approach to tasks
- Have clear and open communication skills, along with the ability to communicate effectively with people with a range of abilities
- Be able to problem solve, asking for support/guidance when required
- Be able to dynamically risk assess tasks and write risk assessments where necessary
- To work proactively
- Be willing to undertake any additional task as required in any home or on the Smallholding

### **DESIRED EXPERIENCE/SKILLS**

- High level of skill in any or all of the following: plumbing, electrical work, plastering, painting and decorating, gardening, building and structural modification work.
- Have previous experience and confidence working with adults with a learning disability.
- IT skills specifically researching legislative requirements and purchasing through the internet

### **PERSON CENTRED**

- To assist in creating a Person Centred environment which is supportive and positive

- To communicate effectively and appropriately
- To collaborate to seek the best outcome for the Trust, assisting other teams where appropriate
- To take ownership of job role and tasks
- To deliver on commitments in a timely way
- To respect and develop the contribution and achievements of others
- To protect, identify and safeguard from abuse all vulnerable people and undertake the correct procedures for reporting a safeguarding concern

### PERFORMANCE MANAGEMENT

- To undertake any training deemed necessary
- To fully prepare for appraisal meetings
- To participate in staff supervision and appraisals
- To have excellent time management skills and the ability to multi task
- To seek continuous improvement
- Think "outside the box"

### PROFESSIONAL CONDUCT

- A willingness to seek guidance.
- To be able to prioritise and co-ordinate a workload
- To establish and maintain good relationships with professionals, colleagues and anyone you come into contact with through your role
- To express views in a constructive manner
- To assist with The Orchard Trust fund-raising activities
- To uphold and demonstrate the values of The Orchard Trust and apply these to all internal and external interactions
- To act as an ambassador for The Orchard Trust

The Orchard Trust will not knowingly request Maintenance staff to work with; electricity, gas, ACM (asbestos containing materials), work at height, power tools or machinery which is unguarded, faulty or which requires specific training for safe use. This list is not exhaustive.

If a job requires any of these elements the work will be outsourced. The Trust has detailed asbestos surveys which will be made available prior to any structural work in buildings which have been surveyed. If no survey exists, one will be arranged prior to any work proceeding. If maintenance staff ignore these rules and knowingly or otherwise, put themselves or others at risk this may be considered a disciplinary matter.

As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.

