

Senior Maintenance Operative

Key Responsibilities

To act in a professional manner when conducting maintenance tasks, offering a high standard of customer service;

Senior Maintenance Operative

02 September 2021

- Carry out repairs and general maintenance, assigned by the Maintenance Manager, to the required standards and within the required timescales
- Manage your time appropriately, independently identifying and creating jobs for your completion across the portfolio assigned to you (Internally owned properties only)
- Utilise the company's processes and systems to record details of each job including time on the job, parts used, and any re-attendance required
- Assist as a second operative or train other team members where required by the Maintenance Manager
- Risk assess each job to ensure you have the correct tools, PPE, equipment, knowledge and second operative attendance where required. Report any concerns to the Maintenance Manager
- Provide a method statement for all high-risk jobs to the Maintenance Manager
- Ensure stock of parts and materials are utilised in a cost-effective manner and report any required parts or materials to the Maintenance Manager
- Ensure stores of stock and tools are kept tidy and secure
- Carry out regular training as instructed by the Maintenance Manager, along with reporting any training needs
- Complete Internal compliance tasks where required (Fire alarm tests, emergency lighting checks etc)
- Act as the lead for larger refurbishment projects
- Offer best practice advice to other operatives
- Assist Maintenance Manager with the implementation of new or amended policies and procedures

This document details the main day to day responsibilities. The list is not exhaustive and there may be other tasks which are required to be carried out.



Person Specification

Attributes

We are looking for a candidate who will:

- Work under their own **Initiative**
- Take **Responsibility**
- **Problem Solve**
- Offer first class **Customer Service**
- Promote a **Positive** environment

Requirements

- Minimum 10 years practical experience in property maintenance
- Experience carrying out refurbishment projects (Kitchen/Bathroom replacements) with commercial awareness
- Full, clean Driving License

Working Hours

Monday to Friday
08.00 to 16:30 (Rota 1 in 4 to work 09:00 to 17:30)

Availability to respond to out of hours emergencies (With additional remuneration)

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