

2. The regular inspection of the premises with particular regard to the safe and efficient operation of all heating, lighting, plumbing, gas supplies, security, specialist equipment, etc
3. The daily documentation of all preventative maintenance, breakdowns, repairs and alterations carried out.
4. Initiate and supervise all work carried out by contractors. The maintenance person shall also accompany the local fire officer upon any of his/her inspections. When contractors carry out alterations, repairs or services to equipment, the maintenance person must authorise and receive copies of official day work sheets. The copies of official day work sheets shall be filed within the maintenance log book. In the absence of the maintenance person, all work carried out by contractors must be authorised by the home manager.
5. Specification, selection of materials, spares and equipment required for day-to-day maintenance of the home from an authorised supplier.
6. Liaison with the home manager over the monthly maintenance budget especially with regard to the clearance of suppliers' invoices for materials and work carried out, all before passing the invoices onto the Home Manager for payment.
7. Close liaison with home manager concerning completion of tasks and notification of any maintenance problem that may affect the Health and Safety of residents or staff.
8. Consultation with home manager and directors upon any major faults which are likely to incur significant expenditure or necessitate the service of a specialist contractor.
9. At all times maintaining good relations with residents', staff and visitors by exercising consideration, courtesy and presenting a clean and tidy appearance.
10. The maintenance person shall possess a clean driving licence.

MAINTENANCE DUTIES

The maintenance person must maintain homes log book with reference to daily/weekly/monthly/3monthly/6 monthly and yearly duties are carried out.

ANNUAL DUTIES

1. Accompany fire officer on his annual inspection of the home and consult about recommendations with the home manager
2. To arrange annual service contracts on the following.

Water systems chlorination

Kitchen and laundry equipment

Boiler plant

Assisted bath aides

Fire extinguishers

N.B.

Upon completion of annual service contracts, the maintenance person will ensure the contractor provides proof of the services in the form of either, a certificate, services report or day work sheet detailing all work undertaken. These reports shall then be filed in the maintenance log book.

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to periodic review.

All staff are required to

1. Show courtesy and respect to residents, visitors and colleagues at all times
2. Maintain confidentiality at all times
3. Report any untoward incidents to the Manager or Person in Charge on duty, including illness of a resident or staff colleague and any incidents relating to adult protection.
4. Be aware of, and at all times comply with, the company policies and procedures, with special regard for Fire Safety, Health and Safety management of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I _____ have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or malpractice which conflicts with my Job Description may lead to disciplinary action.

Signed

Date

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