

## **JOB DESCRIPTION**

**Post:** Maintenance Operative

**Responsible to:** Operations Manager

**Hours per week:** 36 hours per week

**Salary:** £33,000

**Contract:** Permanent

**Annual Leave:** 26 days per annum plus bank holidays

**Pension:** 5% Employer's Contribution

Training opportunities will be provided and tailored to the needs of the successful candidate.

### **Overall purpose of the job**

To assist the Operations team, who are responsible for the maintenance and servicing of all equipment and premises across all Jimmy's sites, liaising with external contractors to ensure relevant Health and Safety requirements are met and all repairs are completed in a timely and cost-effective manner.

### **Working hours**

The post-holder will work a 36-hour week, 5 days a week across 7 days, to meet the needs and demands of the service.

### **Main duties & responsibilities**

- To provide general building maintenance at a range of Jimmy's premises across Cambridge to ensure that they are kept safe, secure and in good condition.
- Driving the Jimmy's maintenance van to get between sites to carry out tasks.
- Carry out a variety of planned and reactive building maintenance tasks, which will be varied in nature and will include general building, joinery, tiling, painting, and plumbing.
- Undertake general facilities support tasks, including furniture building and furniture removals, grounds and site clearance, and keeping areas clean and tidy generally.
- Ensure PAT testing is carried out annually and recorded.
- Regular maintenance of indoor fans, shower heads and taps across East Rd and 451 sites
- To ensure that weekly, monthly and annual checks are carried out and recorded

- Take regular meter readings across Jimmy's sites and to pass these on to suppliers as appropriate
- Review with relevant staff and manage change to the physical environment and layout as required.
- Maintain and develop the buildings of Jimmy's and associated properties.
- Build and retain professional relationships with preferred contractors and suppliers
- Take responsibility for personal training and development and attend appropriate supervision & training sessions.
- Support the team when acquiring new premises, including assessing any work required, and either doing the work or arranging with contractors
- Ensure relevant up to date Health and Safety standards, Environmental Health and Fire Regulations are, observed and applied.

This job description is a general outline of the duties and responsibilities of the post holder and may be amended by Jimmy's as the service develops and the expectations of the role change. The post holder may be required to undertake other duties as may reasonably be required from time to time.

### **Person Specification**

#### **Essential**

- Highly experienced in Maintenance, facilities and estates.
- Highly experienced in general maintenance/handyman work
- Experienced in directing and managing contractors in maintenance and facilities
- Commitment to the core values of Jimmy's
- Awareness of professional boundaries
- Excellent planning, organisation, and prioritisation skills
- Strong numeracy, literacy, and comprehension skills
- Attention to detail
- Flexible in working hours and a positive 'can do' outlook
- Organised and ability to manage workload alone
- Willingness to be 'hands on' when needed

- Full Clean UK driving Licence

### **Desirable**

Plumbing and or electrical qualifications.

### **Jimmy's Core Values**

Our values are at the heart of everything we do:

- Treating people with **respect**
- **Accepting** people as they are
- Believing in **opportunities for everyone**
- Behaving with **integrity**