**Job Description**

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| Job Title  **Community, Building and Grounds Maintenance Assistant** | |
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| Department  **Facilities and Estates Department** | Team  **Maintenance** |
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| Reports to (Job Title)  **Maintenance Supervisor** | |
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| Responsible for (number of supervisees)  **0** | Job Grade |
|  | |
| Location  **YMCA North Staffordshire Property Portfolio** | Contract Type |

YMCA is a Christian organisation, committed to Equality and Diversity in the Work Place YMCA is committed to the safeguarding of children, young people and vulnerable adults.

**Purpose of the Job**

To not only maintain the property portfolio including the grounds to a high standard set by the YMCA, but also to be the primary assistant to concentrate on the maintenance of the community housing portfolio so that it is fit for purpose and kept in good repair. To carry out repairs in a timely manner as to reduce void rent loss. To uphold and maintain the Christian values and ethos of the YMCA

**Main duties and responsibilities**

The job holder is required to:

1. Complete work from prepared job sheets to YMCA standards
2. Work within agreed budgets
3. Carry out painting, decorating and fitting out to the agreed standards
4. Arrange the handover of completed properties to the relevant scheme.
5. Furnish new properties and developments.
6. Take delivery of carpets, white goods and furniture.
7. Arrange appointments and meet with external contractors where necessary
8. Monitor all aspects of safety, security and compliance with current legislation; Ensure that the working practices properties and places of work are safe
9. Carry out maintenance and repairs works
10. Use company vehicles for taking materials and equipment to and from site; furniture and white goods collection/delivery/disposal and the disposal of unwanted household rubbish.
11. Responsible for maintaining adequate stock of materials on site to complete the work; ensure that tools are maintained to high standard and are stored safely
12. To be fully versed with safeguarding to protect each individual from harm in accordance with current safeguarding legislation.
13. Comply fully at all times with the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, and Health and Safety and to undertake training in these areas when required.
14. To undertake any training that is provided by the YMCA
15. Undertake such other duties as may reasonably be required

**Scope and Limits of authority**

The post holder is responsible to the YMCA Campus Maintenance Supervisor.

**SKILLS and ABILITIES**

**1. Specific Qualification, Experience and Track Record**

1.1 Complete works from prepared job sheets to YMCA standards

1.2 Work within agreed budgets

1.3 Carry out maintenance and repair works

1.4 Carry out refurbishing works and decorating to an agreed standard

1.5 Arrange appointments with customers, support staff and external contractors where necessary

1.6 Monitor all aspects of safety, security and compliance with current legislation; ensure that the working practices, properties and places of work are safe

1.7 Use company vehicles for taking materials and equipment to and from site; furniture and white goods collection/delivery/disposal of unwanted household rubbish

1.8 Responsible for maintaining adequate stock of materials on site to complete the work; ensure that tools are maintained to high standard and are stored safely

**2. Special Knowledge and Requirements**

2.1 Maintaining confidentiality

2.2 Working as part of a team and highlighting any work that needs to be done by team member

2.3 Effective communication skills to report any repairs / replacements

2.4 Experience of working alongside vulnerable adults (if not you will undergo training on this)

**3. Additional Job Requirements**

3.1 Ability to drive and have own transport

3.2 Ability to remain calm under pressure and difficult situations

3.3 Must be self-motivated with a positive can-do approach

3.4 Strong commitment to equality and diversity

3.5 Must be able to demonstrate a commitment to our Values

3.6 Ability to undertake the physical demands of the role which require some physical lifting, carrying, bending and use of ladders.

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** |
| Qualifications |  | * GCSE A – C Math and English |
| Experience | * Appreciation of the importance of completing administrative requirements. * Experience of completing painting and decorating and other general maintenance tasks * Appreciation of the difficulties facing vulnerable young people * Experience of working to targets and deadlines |  |
| Skills and Knowledge | * Knowledge of COSHH regulations * Knowledge of health and safety issues in the workplace. * Technical knowledge relating to painting and decorating and general maintenance issues. * Supportive of the Christian aims and purposes of the YMCA * Commitment to providing high standards of customer service * Flexible approach to working hours * Ability to work individually and as part of a team in achieving team objectives and Key Performance Indicator targets. * Painting and decorating and general maintenance skills. * Health and Safety / Fire Safety Certificate |  |
| Other issues | * A commitment to supporting young people and the principles of equality and diversity * A commitment to safeguarding and health and safety. * Enhanced dbs check * A full, clean driving licence and access to a car |  |

March 2022