

Title Site Maintenance Technician	Department Youth, families and social work division	Post Ref.
Job Purpose Site Maintenance Technician will be responsible mainly for the caretaking at Young Peoples Centres and in particular the minor repairs and maintenance of the site and it's resources as the need arises.		
Key Responsibilities 1. Caretaking duties 2. Care, maintenance and driving of the Youth Centre vehicles. This includes coordinating and recording all servicing, MOTs and safety checks (both daily and interval checks at dealers/garages) 3. Porterage duties when required. 4. Dealing with matters concerning building maintenance. Carry out repairs and maintenance projects. 5. Reporting day to day repairs to NCC and liaise with contractors on site. Recording and signing off works, and undertake follow up calls as appropriate 6. Attending to the recycling and disposal of waste including the use of incinerators. 7. To assist with the organisation, issue, maintenance and cleaning of all outdoor equipment. 8. Undertake grounds maintenance including mowing field and verges, organise service and maintenance of sit on mower and petrol strimmer	1. Ensure site and plant is maintained to safe and acceptable standard 2. Ensure records are accurate , up to date and accessible to managers and other inspecting bodies 3. Ensure contractors are briefed on site and that work is completed to NCC standards 4. Work effectively and efficiently to support operational services and customer requirements	

<p>9. The security of the premises, together with its contents (including the operation of fire alarms and keyholder responsibilities)</p> <p>10. Arrange and liaise with contractors for the servicing and/or emptying of these, and maintain records accordingly. Undertake legionella checks according to schedules and record.</p> <p>11. Attending to the heating of the premises and ensuring that the boiler plant and equipment is maintained and operating in an economic and efficient manner</p> <p>12. Cleaning and General Domestic Duties</p> <p>13. The cleaning of the premises and maintaining high standards of hygiene including maintaining floor surfaces in accordance with the requirements of the Authority.</p> <p>14. Laundry and bed making duties as required.</p> <p>15. Housekeeping and Supervisory Duties</p> <p>16. Maintaining the required record of timesheets, attendance records etc. Ensuring that adequate domestic supplies, including fuel, cleaning, janitorial and catering supplies are maintained to meet the needs of the establishment</p> <p>17. Taking reasonable care for the health and safety of him/her self and all other persons affected by his/her activities and safeguarding the health and safety of all persons under his/her supervision in accordance with the provision of health and safety legislation.</p> <p>18. Providing first aid to staff and visitors if required.</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification	
Education and Knowledge <ol style="list-style-type: none"> 1. Ability to understand on site training in caretaking, catering and basic food hygiene 2. Ability to maintain accurate written and digital records 	Personal skills and general competencies <ol style="list-style-type: none"> 1. Puts into practice the Council's commitment to excellent customer care. 2. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 3. Works well with colleagues but also able to work on their own initiative. 4. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
Experience <ol style="list-style-type: none"> 1. Working with children 2. Previous caretaking experience 3. Working with power tools /building repairs 4. Working and maintaining petrol mowers/grounds equipment 5. Working under pressure on own and in team to tight deadlines 6. Working outdoors in a range of weather conditions 	
Role Dimensions <p>Ensuring high standards of maintenance and function for young people's centres.</p>	