

**Title: Maintenance Technician Team Leader**

**Level 8 £32,878**

**Date April 2020**

**Responsible to Facilities and Estate Services Manager**



## **Purpose of Role**

**To actively complete Fire door and window servicing programme in time and in budget and lead a small team of Maintenance Technicians to achieve the on-going servicing and repair programmes within the annual programme.**

**To meet the objectives of South Essex Homes (SEH) door and window servicing programme ensuring documented checks and repairs are completed to manufacturer's standards within the given timeframe.**

**To oversee the annual PAT testing programme for SEH and ensure completion within the timeframe agreed**

**Identify new business opportunities for both fire door servicing and PAT testing with other organisations in the local areas.**

- 1. To service/adjust all communal and flat Gerda and or fire doors in-line with the annual maintenance and inspection programme and complete all responsive repair identified. Working in accordance with the manufacturers' recommendations and completing repair works where required. Record results and make recommendations where necessary to Facilities and Estate Services Manager**
- 2. To service/adjust communal and flat windows in-line with the annual maintenance and inspection programme and responsive repair programme. Checking the window restrictors, seals, glazing and frame. Recording results on Housemark and make recommendations where necessary to Facilities and Estate Services Manager**
- 3. Organise, coordinate and monitor the works of the Maintenance Technicians in line with the regular programme ensuring works are completed within the given timeline.**
- 4. SOMETHING ON PAT TESTING**
- 5. Distribute work requests to the Maintenance Technicians ensuring safe methods of work are being complied with and appropriate PPE is worn and work is completed within the timeframe agreed**
- 6. Encourage and deliver a safe system of work for the team and ensure Maintenance Technicians always comply with current Health and Safety regulations.**
- 7. To be responsible for stock control of materials and equipment ensuring correct usage by the Maintenance Technicians.**
- 8. To undertake risk assessments, performance appraisals, 1:1s, absence review meetings and conduct regular toolbox talks.**
- 9. To conduct and manage appointments as required which may be outside usual working hours.**
- 10. Ensure the Maintenance Technicians submit records, collate information and provide information of activities using app technology.**
- 11. Assist Facilities and Estate Services Manager with the selection and recruitment of Staff**

12. Organise cover for Staff during periods of leave or sickness ensuring the service always remains as consistent as possible
13. To provide immediate attention to any emergency, calling the fire, ambulance, gas, electricity, water services or police where necessary and to provide a report of any incidents or relevant details to the ESM as soon as possible after the event
14. To carry out ad-hoc repairs and handyman works as requested by Facilities and Estate Services Manager .
15. Set personal key performance objectives and actively support your team to achieve their targets
16. To report any defect, repair or potential health and safety risk in communal areas to the relevant Team or Manager. Where appropriate take such action to temporarily or permanently prevent further damage until essential repairs can be facilitated
17. To ensure confidential information that is made available to the post holder is always kept confidential and secure in accordance with Data Protection Guidelines
18. Follow and promote South Essex Homes equal Opportunities Policy as it relates to the carrying out of all duties attached to the post
19. Develop the team environment and encourage information sharing and ideas to improve the service
20. Undertake regular CPD (continuing professional development)
21. You are liable to undertake any other duties as may be reasonably required of you within your role.

## PERSON SPECIFICATION

### POST: Estate Services Maintenance Team Leader.

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>ATTAINMENTS/ QUALIFICATIONS</u>	<p>Full driving licence</p> <p>Team Leader /Supervisor experience.</p> <p>Building trade / maintenance qualification or proven track record in similar related trade.</p>	<p>Carpentry/Joinery skills.</p> <p>BM Trada Certification for Fire safety works.</p> <p>Trade qualifications.</p>
<u>GENERAL INTELLIGENCE</u>	<p>Ability to record reports on mobile App.</p> <p>Good practical/ Tradesman skills.</p> <p>Able to update and maintain accurate records.</p> <p>Ability to manage a small Team.</p>	<p>Experience of recording data.</p> <p>Understanding of first and second fixing in building construction.</p>
<u>SKILLS</u>	<p>Strong communication skills.</p> <p>Carpentry, multi trade or relevant fire door servicing experience.</p> <p>Ability to record details and records of work.</p> <p>Strong organising skills</p> <p>Computer literate.</p>	<p>Strong practical solution orientated skills.</p>
<u>DISPOSITION</u>	<p>Able to work with minimal supervision.</p> <p>Ability to issue work, encourage and motivate staff and build good working relationships.</p> <p>Ability to work under pressure / multitask.</p> <p>Reliable / flexible.</p> <p>Excellent customer service skills.</p> <p>Can do attitude/ Lead by example.</p>	

