



JOB DESCRIPTION	
Job Title:	Trainee Buildings Maintenance Assistant
Purpose of Post:	To assist with the repairs and general maintenance of facilities, buildings, grounds and equipment at any of the New Directions' sites or customers' homes.
Reporting to:	Buildings Maintenance Officer
Accountable to:	Buildings Maintenance Officer and Finance Manager
Hours/ Place of work	38 hours per week as required The post holder may be based at any of company's locations and will attend other locations as required to carry out the duties of the post
Specific Responsibilities:	To assist the Buildings Maintenance Officer to carry out effective buildings maintenance, repair, renewal and grounds maintenance and gardening within New Directions' properties or customers' homes maintaining Health and Safety standards. To work in cooperation with all staff, volunteers, customers and contractors. Liaise effectively and politely with all stakeholders and represent the company positively.
Main Duties and Responsibilities:	<ol style="list-style-type: none"> 1. To work within the buildings and grounds in line with health and safety requirements. 2. Observe and report Health and Safety issues and report to the Buildings Maintenance Officer 3. To carry out repairs, painting and decorating, joinery repairs, tiling, plastering, plumbing and garden maintenance as directed by the Buildings Maintenance Officer. 4. To carry out general grounds maintenance, including mowing, weeding, watering and planting as directed by the Buildings Maintenance Officer. 5. Assist the Buildings Maintenance Officer in ensuring that car parks, pathways and entrances are in a safe, clean and accessible state. Report any problems to the appropriate person. 6. Undertake repairs and maintenance of various office machinery and fittings for example shredding machines, desk drawers, filing cabinets and window blinds, as directed by the Buildings Maintenance Officer 7. Maintain store rooms/sheds/cellars of ancillary electrical equipment, tools, maintenance equipment and spares. Ordering stock and specialist items as directed by the Buildings Maintenance Officer. 8. Demonstrate effective communication procedures. 9. Able to follow instructions and meet deadlines. 10. To ensure that the premises and equipment are maintained in safe and healthy condition, as directed by the Buildings Maintenance Officer.



	<ol style="list-style-type: none">11. To undertake relevant training.12. Ensure all safety measures are followed and personal protective equipment used.13. Ensure grounds are safe and secure and free from litter and hazards.14. To assist in ensuring the best value for money and most economic operation of facilities is maintained.15. Such other duties, within the competence of the post-holder, which may reasonably be required from time to time.
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March 2017