



THE FED Job Description

TITLE:	Maintenance Plumber/Gas Engineer
PLACE OF WORK:	The Fed
DEPT:	Operations
RESPONSIBLE TO:	Buildings Manager
DATE JOB DESCRIPTION REVIEWED:	25 th June 2022

JOB PURPOSE:

To work as part of a maintenance team providing an efficient responsive and cyclical maintenance service to 4 boiler houses, plumbing and heating installations across Heathlands Village including onsite independent flats of Moorview House and the offsite local charity shop.

COMMITMENT TO OUR VALUES:

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

- **C**aring : showing kindness, understanding and compassion
- **R**espect : focusing on each person's needs, dignity and choice
- **E**xcellence : delivering outstanding advice, support and care
- **W**orking Together : achieving more through partnership and team work

Main duties and responsibilities:

- Carry out plumbing / heating repairs in response to reported faults, diagnosing faults, and replacing defective parts as necessary at Heathlands Village and The Fed's local charity shop. Re-instate systems that have been disconnected as required
- Perform annual maintenance/service as required, on the central heating and water boilers cleaning and replacing of parts as necessary
- Co-ordinate licensed inspections as required and keep appropriate records of repair works undertaken
- Involvement in the maintenance of all essential services and equipment inclusive of water and gas supplies, heating, air-conditioning, lifts and checking installations

- To ensure that all work is undertaken in accordance with the current legal and statutory regulations following best practice in a diligent manner, considering our service users cultural and diversity needs are managed and identify and implement opportunities for making best use of all resources
- Be reactive to adhoc requests and dealing with emergencies as they arise. This may include standby and voluntary overtime as required
- Perform maintenance and minor repairs to Heathlands buildings and other associated buildings belonging to the Fed
- Routine checks of site generators
- Checking that agreed work by contractors has been completed satisfactorily and following up on any deficiencies relating to plumbing, central heating and air conditioning
- Prepare preventative and predictive maintenance schedules keeping accurate logs and records and check/prioritise daily work from onsite Maintenance Request Sheets
- Assist in the preparation of capital and operating budgets (as required)
- Be involved in stock inventory control of equipment and supplies
- Ensure that all works and materials are procured in accordance with The Fed's procurement strategy, calculating and comparing costs for required goods or services to achieve maximum value for money
- Assist in risk management activities
- Ensuring all water regs are met in relation to Legionella
- Ensuring water temperatures are correct across site.
- Physical demands:
 - Lifting, pulling and managing equipment tools
 - Working in all weathers and prepared for both extreme heat and cold
- Other duties:
 - Ensure that all storage areas are maintained in a clean, tidy and secure manner
 - Ensure the Buildings Manager and Health & Safety Manager are notified of any safety deficiencies and rectify safety issues as required
 - Ensure that all service user's privacy is maintained and communicate with staff should work be required that will affect the service user's flat or care
 - Helping to protect the environment by keeping energy wastage to a minimum within the buildings of Heathlands Village and The Fed's other service outlets
 - Participate in the development and monitoring of policies and procedures that affect the operations department in line with legislation

General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To work in accordance with the Skills for Care code of practice for social care workers and Care Quality Commission (CQC) regulations.
- To behave in a manner that reflects positively on the organisation at all times.

- To demonstrate a commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To work in a manner that is sensitive and empathetic to the culture of the Jewish Community.
- At all times ensure effective and efficient use of the The Fed's resources.

Health & Safety

- All employees are subject to the Health & Safety at Work Act.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

Training and Development

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.
- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.

Post Holder _____
(print name)

Signature _____

Date _____

Dept/Floor-----