

JOB DESCRIPTION

Job Title: Maintenance Assistant	Current Job Holders: N/A
Department: Facilities	Effective Date: July 2021
Location: All Club locations	Role Type: Employee

JOB PURPOSE

The purpose of the role is to provide day to day maintenance support as part of the Facilities team to ensure the smooth running of the Clubs operations. The role reports into the Site & Facilities Manager, who will oversee all works required and manage the department accordingly. This is a busy and varied role, where matchday and work out of hours is required across all Club sites; Stadium, Brache (Training Ground), Ely Way, Club Shop and Powercourt.

KEY RESPONSIBILITIES

- To assist in the general day to day building maintenance across all of the Clubs premises
- To assist in the decoration of surfaces as required
- To assist in the clearing of blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required
- To assist and ensure that gullies, guttering, drains etc. are kept free from debris
- To assist and ensure clear and safe pedestrian access to all Club sites particularly in adverse weather conditions (e.g., clearing snow, gritting etc.)
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required
- To undertake transportation tasks as required including setting up and clearing away furniture across the various Club premises
- To attend to, where necessary, personnel visiting the site such as contractors
- To assist in the maintenance of flooring, washing of walls and cleaning of furniture during the closed season and after matchdays
- To assist in maintaining the security of all Club sites, this will require on rotation opening and locking up of various sites including lights and internal doors over weekends and evening games/ events
- To report emergencies in the case of faults with gas, electric and water supply.

Health & Safety:

Employee requirements:

- Maintain up to date knowledge of Health & Safety related guidance and processes within your role and in line with the Clubs Health & Safety Policy
- Consider the Health & Safety implications of all actions and inaction within your role
- Support and uphold agreed standards for Health & Safety compliance, including assisting in accident, dangerous occurrence and near miss investigations within your role
- Follow and adhere to; safe management systems and working practices in line with the Clubs Health & Safety Policy
- Ensure you have been briefed and are confident in using any equipment prior to use and seek guidance from your line manager as required
- Regularly review risk assessments, safe working, and management systems associated with your role
- Liaise regularly with the Clubs appointed Health & Safety representatives to support and maintain compliance
- Maintain records of all Health & Safety issues within your role and area of responsibility.

MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION

Education/Qualifications/Training:

- Educated to GCSE level or equivalent

Specific Experience:

Whilst a formal qualification is desirable, a knowledge of general maintenance is important along with a broad level of skill in the following areas: -

Decoration:

- Strip out and repair areas for alternative use
- Surface preparation of new and old surfaces ready for painting
- Minor carpentry and brickwork repairs
- Construction of internal storage facilities, furniture, and equipment.
- Preparing, priming, papering, and painting and making good of surfaces
- The decoration of internal and external areas using products such as primers, undercoats, emulsion and eggshell using brushes and rollers
- The decoration of wood and metal work using oil-based products such as primers, gloss, stain, varnish
- The ability to remove and replace items during decoration i.e., ironmongery, noticeboards, shelves.

Building Maintenance:

- Minor repairs to Windows, radiators, lights, taps, walls, floors as directed
- Maintain gutters, downpipes, and drains
- Joinery- first line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measures etc
- Basic plumbing tasks to include un-blocking sinks, traps, and waste pipes. Adjustment to washers and taps
- Internal Glazing – for example boarding up of broken windows
- General building works.

General Maintenance:

- Basic routine maintenance of workshop tools
- Move equipment, furniture, signage, and materials
- Respond to urgent requests to deal with breakages, dangers, and safety issues
- Provide security cover as required out of hours.

Abilities/Skills/Knowledge:

- The ability to work carefully and pay attention to detail
- Cleanliness and commitment to work to a high standard
- Able to work collaboratively with other members of the facilities and wider team
- Support with Matchday preparation and cover matchdays.

Advantageous:

- The ability to undertake wider tasks, such as small plastering jobs and tiling
- Knowledge of Health & Safety in terms of the Working at Height regulations, Manual Handling and COSHH.

Additional Information:

- This a Full-Time role
- Applicants must be eligible to live and work in the UK.

SAFEGUARDING STATEMENT

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

EQUALITY STATEMENT

The individual must at all times, carry out their duties with due regard to the Clubs policies and procedures and in particular the Clubs Equality, Diversity, and Inclusion Policy.

The individual must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relationships between all internal and external stakeholders. The individual must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.