



JOB DESCRIPTION	
Job Title:	Maintenance Operative
Hours of Work:	37.5
Base:	Barnsley Hospice
Department:	Facilities
Accountable To:	Facilities Manager
Responsible For:	
Job Purpose:	To undertake all maintenance and driving services within the Hospice to an agreed high standard and working to an agreed budget.
Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>
Main Duties & Responsibilities:	
Key Duties and responsibilities	
<ol style="list-style-type: none"> 1. Keep accurate and appropriate records relating to all aspects of Maintenance as per the Maintenance Schedule. 2. Undertake regular stock checks of items used in the maintenance of the buildings. 3. Support the Facilities Manager in obtaining quotes for service contracts. Liaising with suppliers regarding any repairs/defects. 4. Undertaking repair/renewal works to plumbing installations and associated or minor maintenance tasks utilising your multi-trade experience. 	

5. Have knowledge and awareness of current Health & Safety legislation.
6. Report any major structural and equipment defects to the Facilities Manager and work together to seek appropriate solutions.
7. To be responsible for the legionella monitoring programme.
8. Apply internal finishing such as internal partitions, trims, configure interior layout, painting.
9. Carry out basic joinery tasks inclusive of partition walls, doors, windows etc.
10. Carry out basic plumbing tasks inclusive of sink and toilet assembly, waste and drainage, copper and push fit fittings etc confirming drawing details.

Day to Day Duties

Maintenance

1. Undertake maintenance tasks for all Hospice premises as per the maintenance schedule.
2. Complete the weekly, monthly, quarterly, bi-annual and annual compliance tasks and record findings and dates when completed.
3. Painting and decorating of designated areas of all Hospice premises.
4. Undertakes the electrical testing and record keeping of all portable appliances on an annual basis. Carryout minor electrical work which does not require to be undertaken by a qualified electrician eg replacing of plugs and damaged socket fronts, and inspecting damaged cables.
5. Support with maintaining the general upkeep and tidiness of the grounds, including dustbin and car parking areas. Supervise and assist the volunteer gardeners where necessary.
6. Participate in on-call rota for the maintenance team which involves covering one week in three (24 hours seven days a week).
7. Greet and accompany any visiting maintenance personnel for service contracts ensuring work is completed to the expected standards. Feeding back any findings to the Facilities Manager. Ensure RAMS are provided and relevant work permits are issued.
8. Assist with portering services and the moving of tables and chairs and with car parking duties.
9. Check the oxygen bottle supply levels daily and order additional oxygen supplies through the Facilities Administrator as required.

Driving

To drive Hospice vehicles as directed for collections/deliveries in relation to Hospice business and operations, some examples are given below:

- blood samples, medical notes
- fetching and transporting Medical Devices
- collecting of drugs and medicines in line with control of drugs procedure
- banking for Finance and Fundraising Depts

Generic

1. Respect confidentiality applying to all Hospice areas.
2. Maintain an awareness of all relevant legislation and Hospice policies/procedures and act in accordance with them.
3. Maintain an awareness of personal responsibilities as defined by the Health & Safety at Work Act 1974, thus maintaining a safe working environment.
4. Through the appraisal system and in conjunction with your manager identify personal and professional development needs. Participate in suitable training courses and mandatory training within the Hospice as identified and required.
5. Carry out any other duties deemed appropriate to the post by Hospice Management

Other Responsibilities

1. To undertake any other duties, commensurate with the role as required by the Hospice.
2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
3. The post holder will be expected to maintain strict confidentiality at all times.
4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.
5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.
6. The post holder is to ensure data protection is maintained at all times.
7. The post holder will be flexible in terms of working hours in order to meet service needs.
8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
Knowledge and educational achievements:	
Maths and English Level 2 Health and Safety qualification – desirable Recognised qualification in Plumbing – desirable	Assessment method – application and interview
Experience and work achievements:	
A minimum of 3 years experience in a similar role. Be able to diagnose plumbing and heating issues. Handyman experience preferred Experience with Joinery Works Experience with Electrical Works Experience working in a plumbing trade – desirable	Assessment method – application and interview
Skills and abilities:	
Be able to diagnose plumbing and heating issues. Good communication skills both verbal and written Ability to read and work with schematic drawings Holds a full clean driving licence with access to own vehicle	Assessment method – application and interview
Personal attributes:	
Excellent communication skills with the ability to interact appropriately with patients, visitors, staff and suppliers. Proactive approach and willingness to take the initiative	Assessment method – application and interview

Our Values and Behaviours:	
<p>Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. <p>Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. <p>Compassion: <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. <p>Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and take our responsibilities seriously. 	<p>Assessment method – application form and interview</p>