

Maintenance Engineer**MAIN PURPOSE AND SCOPE OF THE JOB:**

The maintenance engineer is responsible for the reactive and planned maintenance of the buildings and estate of Pilgrims Hospices. To build relationships and utilise, where appropriate, contractors. Working with the Hospice Services Manager to ensure compliance to regulatory standards. Supporting the safe and smooth running of the service.

POSITION IN ORGANISATION

Reports to: Hospice Services Manager

Responsible for: None

DUTIES AND KEY RESPONSIBILITIES**A Site Maintenance**

- Daily inspection of site and maintenance and repairs as required
- Repairs as set out in the communication books
- Maintenance and repair of Hospice equipment, where appropriate.
- Care of Hospice gardens including liaison with a team of volunteer gardeners
- Redecoration/improvements to the building/estate
- Monitoring of the heating/water systems
- Liaison and building relationships with contractors.
- Monitoring and recording of water safety
- Monitoring the serviceability of the fire fighting equipment
- Maintain accurate records in relation to fire, electrical and gas and water safety checks

B Other Duties

- Portering duties as required which may include visits to pharmacy/hospital/banks/equipment moves/post runs
- To support work and assist across the Pilgrims estate.(to include other Hospices, Retail and Fundraising)

C On-Call

- The role has a requirement to be on call in case of emergencies..

GENERAL RESPONSIBILITIES**Corporate Governance –**

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct. Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

Health and Safety –

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Flexibility –

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.

Date Written: 2019

PILGRIMS HOSPICES – PERSON SPECIFICATION

Maintenance Engineer

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential?
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a facilities maintenance role • Experience of working for a healthcare or charitable organisation 	✓ ✓	✓ ✓	✓
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Able to work effectively with minimum supervision • Practical trade skills • Ability to multi-task and prioritise a workload based on changing service needs • Working supportively in a team environment • Time management and organisational skills 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
KNOWLEDGE	<ul style="list-style-type: none"> • IT Literate 	✓	✓	✓
QUALIFICATION/ TRAINING	<ul style="list-style-type: none"> • Clean driving licence, able to drive cars and vans 	✓		✓

Date Written: 2017

Reviewed AM 2019