



Marie Curie Job Description

Job title:	Maintenance Assistant
Department:	Facilities
Location:	Marie Curie Hospice, Belfast
Reports to:	Facilities Manager
Accountable to	Facilities Manager & Hospice manager

Job Purpose/Summary

As a member of the Hospice facilities team the post holder will be responsible for providing effective maintenance and portering services within the Hospice as directed by the Maintenance Supervisor.

Key Relationships

- Facilities Manager

Accountabilities (Duties & Responsibilities)

Maintenance

- Assist the Facilities Manager in ensuring a high standard of maintenance is provided to the hospice its fixtures, fittings and equipment at all times.
- Investigate any failed equipment / systems to determine the level of repair and response required and whether these can be repaired in house or the specialist contractor should be called out to complete repairs.
- Keep clean and carry out minor maintenance tasks to the exterior fabric of the building, paths, roadway and grounds.
- To carry out checks on the condition and the functioning of the safety and security systems e.g. fire detection and alarm systems, emergency lighting, and standby generator.
- To maintain records of maintenance and testing of plant and equipment, as specified and in accordance with Statutory Requirements and best practice. This will include regular testing and recording of the operation of the fire alarm system and the emergency lighting system etc.
- Assist the Facilities Manager in the management of external contractors and suppliers using the permit to work system and at all times adhering to the charities health and safety policies and procedures.
- Assist the Facilities Manager with the management of the H&S Compliance, upkeep of the filing / records

- To carry out the routine testing of the domestic water services and to document these results.
- To complete PAT testing on an annual basis. To record and keep results of checks and tests as may be required, and to report any malfunctions or deteriorations of equipment seen or tested. Training will be provided for this.
- To assist, as required, other members of the team and external contractors (where required) in carrying out their works.
- Undertake other maintenance engineering duties and small works where skills, abilities and competence are appropriate.
- Liaise with the Health & Safety Manager to ensure compliance with all relevant health and safety policies and procedures.
- Minor redecoration as required.

Portering

- To receive and check any type of supplies or goods delivered to the Hospice.
- To transport specimens, case notes etc. to and from designated local hospitals sites as required.
- To assist with routine collections and other errands that may be required .
- To maintain the hospice grounds, including the tidying up of garden areas and clearing and gritting car parks and pathways when necessary.
- To assist nursing staff and Funeral Directors with collection of the deceased.
- Checking of oxygen cylinders and liquid tank oxygen levels
- Fire alarm testing /fire marshalling as required
- To set up meeting rooms and equipment
- The cleaning of areas and items not accessible from floor level by housekeeping staff.
- The movement of furniture, property, equipment, supplies and stock as and when required. This includes setting up conference and meeting rooms as requested
- The handling of clinical waste, kitchen waste, general rubbish, to the waste holding area(s) and regular cleaning of bins and associated areas.
- To assist with internal window/door cleaning.
- The cleaning of wheelchairs, trolleys and physiotherapy equipment.
- To carry out weekly safety checks on hospice vehicles and cleaning when required.

- To drive the hospice vehicles and transport patients to and from the hospice.
- To assist hospice staff, families and patients as directed by Line Management .

Training

- Present training to staff and volunteers on Health and Safety topics such as Fire Safety, Manual Handling, Coshh, Working at Height etc.
- Training of staff and external service providers on all operational aspects of the maintenance service including; on-site security and the technical operation of equipment.
- Train and supervise staff in the Facilities department in undertaking minor works etc.
- Successful performance will require the post holder to undertake specialist training from time to time in order to keep abreast of advances in technology and changes in relevant statutory requirements.

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to work with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).


This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie Person Specification

Job title: Maintenance Assistant

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> • Good communication skills • Ability to foster good team work • Ability to prioritise work effectively and efficiently • Flexible and creative approach to problem solving 	<ul style="list-style-type: none"> • PC literate 	Application
Knowledge & Experience	<ul style="list-style-type: none"> • An appreciation of technological advances in building management and maintenance systems • An understanding of the basic Health & Safety employee responsibilities • An understanding of the Risk Assessment process applicable to the role • Recent experience of working in a similar role • Previous experience of Health & Safety at Work regulations 	<ul style="list-style-type: none"> • An appreciation of COSHH regulations • Experience of working within a Healthcare environment • Experience of using Building Management Systems 	Application
Qualifications, training and education	<ul style="list-style-type: none"> • Extensive and recent relevant experience • Good basic educational qualifications 	<ul style="list-style-type: none"> • To have served a recognised apprenticeship in the construction industry or allied trades. • IOSH accredited 	Application

	<ul style="list-style-type: none"> • Ability to exert moderate physical effort • Be flexible with working hours when workload demands 	Marie Curie Terms & Conditions	
	<ul style="list-style-type: none"> • Current driving licence • To provide operational cover as appropriate in absence of Supervisor 		

Where appropriate , reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities

Job title	Maintenance Assistant
Salary scale	MCJES Grade B
Annual leave entitlement	25 days (plus 11 bank holidays)
Notice period	One Month (after first six months service)
Working hours	35 hours per week
Disclosure Check	Access NI Check - Standard

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems