

Job Description

Job Title:	Maintenance Person
Contract Type:	Permanent
Salary (FTE):	Competitive
Hours of work per week:	30 - 37.5 (inc. flexible working, occasional evenings, weekends or bank holidays)
Responsible to:	Estates and Facilities Manager
Location:	YMCA North Tyneside

Organisational Context:

YMCA North Tyneside is a Voluntary Sector Organisation undertaking youth and community programme work in areas of North Tyneside, South Tyneside, and Teesdale. We are part of the worldwide YMCA movement, which started in London in 1844 has grown to become the world's largest and oldest youth movement. Now, more than 175 years later, YMCA is operating in 119 countries, with 64 million people reached annually around the world. Guided by our Christian values, we believe everyone has potential, and we serve our communities so that all can hope, belong, contribute and thrive.

Job Purpose:

To perform maintenance and improvements to our buildings, ensuring timely and effective interventions are made that maintain all buildings to the expected standards. To assist with management of resources, including contractors, in respect of building related developments.

The purpose of this role will be to carry out maintenance and repair work, this includes but is not limited to plumbing, joinery, decorating, heating, electrical etc.

Main Duties & Responsibilities:

- This is a 'hands on' post - the post holder is expected to undertake a wide range of tasks which could include but is not limited to general maintenance, joinery, decorating and plumbing.
- To support the Facilities and Maintenance manager in ensuring the interior and exterior of our buildings and grounds are maintained to a safe and good standard
- Coordinate and control all building works and refurbishments with minimum disturbance to our stakeholders
- Carry out routine monitoring and repairs on all systems and liaise with our Estates and Facilities Manager if specialist repairs are required



- Ensure regular tests, checks and inspections are carried out and recorded, including boiler function checks, fire alarm systems activation and water services
- Advise on any potential maintenance problems, e.g. heating systems, electrics, and faulty equipment
- Continue to improve standards and suggest refinements to procedures to improve efficiency and effectiveness across the organisation
- Comply with all aspects of Health & Safety at work Act (e.g. COSHH) to assist in the maintenance of a safe and healthy working environment, including recording all Health & Safety checks
- Ensure tools and equipment are maintained and stored safely
- Safely work with machinery and move heavy equipment
- Be the first port of call for staff when repairs are required and assist with the induction of staff, e.g. emergency exits and fire points
- Give advice over the telephone and/or be prepared to be called out in emergencies when off duty
- Support management of contractors and maintenance workers
- Acquire and maintain a thorough knowledge of the organisation including its services, beneficiaries, layouts and procedures

General:

It is in the nature of the work at YMCA North Tyneside that tasks and responsibilities are in many circumstances unpredictable and varied, therefore, this job description is not an exhaustive list of duties and responsibilities but is intended to reflect a range of duties the post-holder will perform in line with their remuneration. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

This role will involve liaison with senior management, CEO and the board of trustees to review and assure exceptional delivery of the strategic plan and the organisational mission and vision.

This post requires proof of right to work in the UK, satisfactory references and a satisfactory DBS Disclosure (the cost of which will be met by the employer).

Equal Opportunities:

YMCA North Tyneside is committed to eliminating discrimination and encouraging diversity amongst the workforce. We aim to be an equal opportunities employer and we are determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

