



JOB DESCRIPTION – Maintenance Manager

Title of Post: Maintenance Manager	Location: Share Discovery Village
Accountable to: Operations Manager	
Purpose of the Job: Reporting to the Operations Manager the post holder will be responsible for all aspects of the centre’s maintenance and ongoing upkeep and to ensure all regulatory and statutory obligations are planned for and adhered to. Responsible for: Liaising with the Operations Manager to ensure the centre is maintained to the highest standard and all aspects of health and safety are adhered to. The post holder will have responsibility for managing the maintenance team on a day-to-day basis and for setting and overseeing their workloads.	
Salary £23,500-£25,000	Hours of Work: 40 hours including up to 1-hour breaks/day (A 35hr. working week)
Date: May 2023	Length of Contract: Permanent

Principal Responsibilities:

The following duties must be carried out to the highest standard ensuring that all health and safety and PPE regulations are followed throughout.

As the Maintenance Manager you will have overall responsibility for

- Planned preventative maintenance across the site and organisation to ensure all aspects of health and safety legislation and requirements are adhered to.
- Day to day management and supervision of the maintenance team.
- Agreeing weekly work tasks for the maintenance team.
- Setting monthly rotas for the maintenance team.
- Managing the maintenance App.
- Keeping up to date with all legislation that may affect the safe operation of the centre.

- Liaising with suppliers to ensure all necessary resources are price checked and ordered as necessary.
- Attending monthly planning meetings with Operations manager.
- Organising and overseeing the work of contractors and management of any new projects or site developments.
- Oversight of the ongoing maintenance of the centre, all its' buildings, grounds, and resources.
- Instilling a positive culture of Health and Safety in all areas of the centre.
- Oversight of the maintenance of the indoor heated swimming pool.
- Operating within the annual budget for your department.
- Management and control of all stock and resources needed by your department.

General Responsibilities:

- Upkeep, storage and deployment of the flood defence systems.
- Assist other departments as and when demand dictates.
- To attend all defined mandatory training
- To participate in regular supervision and annual appraisal and help in identifying your own job-related development and training needs.
- To, at all times, undertake your role in a professional and courteous manner maintaining a high-quality standard of work, and to always work in accordance with the aims, values and ethos of the Share Discovery Village.

Benefits

Share offer an attractive benefits package that includes:

- Great terms & conditions, with a starting salary of £23,500-£25,000
- Up to one hour break each day.
- Auto-enrolled Pension scheme, with Share contributing 3%
- Generous holiday entitlement of 6.2 weeks a year (made up of 20 days annual leave, and 11 bank/statutory holidays). Holidays increase with length of service.
- Enhanced occupational sick pay scheme.
- Access to company private health care scheme
- Staff discount on all activities and accommodation
- Free car parking on site
- Subsidised /free access to leisure facilities.

This Job Description is a general outline of the post as it is currently perceived by The Share Discovery Village. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as The Share Discovery Village aims to meet its vision and objectives.

PERSONAL SPECIFICATION: - Maintenance Manager

Must be able to demonstrate all essential criteria whilst recognising the ethos of Share Discovery Village.

	ESSENTIAL CRITERIA		
1.	A basic understanding of electrics and a knowledge as to when to enlist the services of a registered electrician.		
2.	Proven general maintenance skills including plumbing, carpentry, light construction, painting, cleaning.		
3.	Experience in grounds work		
4.	Proven project and people management skills		
5.	A meticulous eye for detail		
6.	Proactive, self-motivated and energetic.		
7.	Excellent communication, organisational and time management skills.		
8.	Ability to work flexible hours, including evenings and weekends.		
9.	DESIRABLE CRITERIA		
10.	Previous experience of working in the hospitality and/or voluntary sector.		
11.	A qualification in plumbing, electrical and or joinery		
12.	Qualifications to use chainsaws, hedge trimmers, weed sprayers.		
13.	Category D Drivers licence		