

## **MAINTENANCE SERVICES MANAGER JOB DESCRIPTION**

**JOB TITLE:** Maintenance Services Manager  
**MAIN LOCATION:** Head Office with Group wide frequent travel  
**RESPONSIBLE TO:** Group Property and Facilities Manager  
**MAIN TERMS:** Circa £36k pa dependent on experience plus vehicle, 40 hours per week.

### **MAIN RESPONSIBILITIES:**

- To line manage the maintenance team leaders across the schools and Adult homes and provide support in their absence.
- To provide hands on support when needed or requested through our maintenance job logging system
- To provide cover for Maintenance Team leaders or Team Members during times of absence and leave.
- To work with the Property and Facilities Manager to ensure that high standards of work are being achieved and that programs of regular renewal and repairs are in place and actioned.
- To monitor our job logging systems to ensure weaknesses and overdue work is highlighted and completed in an efficient manner.
- To carryout annual supervisions, appraisals and return to work interviews with the maintenance team leaders.
- To ensure that all regulatory work or remedial work is completed in a timely manner.
- To attend regular property meetings with the Group Building Services Manager and Group Property and Facilities Manager as required.
- To have good all-round maintenance/building skill and hands on experience to assist where needed to help achieve a high standard of maintenance services across the group.
- To work across the UK as required (including overnight stays) at SENAD Group locations and including any newly acquired properties / planned acquisitions.

### **KEY TASKS:**

1. To ensure the maintenance teams are effective and working to a high standard to complete the work required in an efficient productive manner.
2. To provide hands on support to ensure maintenance related tasks are completed in a timely manner and to cover as needed during Team Leaders / local Manager absences.
3. To identify areas that require improvement and repairs and to ensure that this area of work take place.

4. To assist when needed to provide advice and support to the maintenance teams and provide hands on support to ensure those tasks are completed in a timely manner.
5. To assist the property manager to complete maintenance surveys and identify work required and the means to do so.
6. To be 'hands on' and complete tasks to assist the smooth running of the Group's maintenance function.
7. Perform line manager tasks such as supervision, appraisal and performance management, recruitment and resolving staff concerns (with support from local HR teams as needed).
8. To have flexibility to work across the SENAD group as required to ensure our maintenance teams are supported.
9. Assist the Group Property and Facilities Manager as required in all aspects of property improvements.
10. Travel across the UK is expected along with following relevant transport policies and maintaining the company vehicle provided with the role.
11. Ensure continuous professional development to ensure the role and advice given remains current.
12. This is a blended practical "hands on" and manager role carrying out maintenance repairs and support to a high standard.
13. To communicate with key stakeholders / local managers on plans and support as required and maintaining good professional relationships with all site based maintenance colleagues and senior managers.
14. To help develop new working procedures to ensure best practice and legislation needs are met.
15. Liaise and maintain good working relationships with all employees, the Health and Safety Executive Inspectorate, Fire Service and other enforcing authorities.
16. To take joint responsibility for the safeguarding of those in our care and reporting any concerns immediately.
17. To work within the parameters of the Equal Opportunities and Equality and Diversity policies in all your work practice.
18. Any other duties as is reasonable and relevant to the role.

**You as an employee are required by The Health & Safety at Work Act 1974 to:**

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Cooperate with the Company to ensure compliance with the law;

**And Under the Management of Health and Safety at Work Act 1999 you as an employee are required to:**

- Inform your employer of any work situation, which you consider, represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

This job description will be regularly reviewed and updated.