

## Chargehand-Maintenance

Grade Code: 5088

Supervise efficient operation and effective maintenance of all Building Fabric and Related Services within their remit.

- Supervise, in particular all staff, general operatives and associated trades engaged in the maintenance, repair and alteration of the buildings.
- Assist the Maintenance Foreman and Maintenance Manager in keeping the respective Line Management informed in relation all matter concerning fire safety in all aspects, electricals, equipment such as hoists and beds, carpentry and Buildings Maintenance across four sites.
- Assist the Maintenance Foreman and Maintenance Management in the setting up and implementing of planned maintenance programmes and preventative maintenance programmes, highlighting areas which need corrective attention and informing the Maintenance Manager.
- Carry out maintenance repairs to building fabric, fire doors, windows, fixtures & fittings as required ensuring all work is left in a safe manner.
- Be responsible for the safe custody, maintenance and satisfactory working order of all tools, plants and appliances in use in the workshops and other area pertaining to the Building Fabric Maintenance e.g. Carpenters Workshop.
- Co-ordinate, Supervise and control of outside contractors engaged in works, particularly in relation to preventative maintenance works, extensions and alterations of existing buildings, ensuring works are carried out in a planned manner and that the service are made aware & kept updated.
- Ensure all works are carried out in a safe manner & that personnel/contractors have all relevant documentation is in place prior to works commencing
- Communicate with the Service representatives to ensure that all maintenance works logged are rectified in a timely manner and the service is kept informed. Log maintenance issues on the online computer based platform for maintenance requests and update the log when works are completed. The person will have to attend on-site Service meetings to update Service on maintenance related issues.
- Carry out inspections of completed works by contractor & report any issues to relevant personnel & ensure issues are rectified.
- Decorate, maintain, upkeep and repair of all buildings in the assigned Complex with the Person in Charge
- Assist in various Programmes and Projects as in relation to Buildings and Maintenance.

- Assist in the operation of the Maintenance Stores and spare parts

Assist in the safe storage, checking and rotation of all PPE stock

Ensure that there are sufficient supplies of all clinical and non-clinical supplies including continence products

- Participate as required in carrying out work other than as a Chargehand
- Keep all logs and records as are considered necessary by Buildings and Maintenance Management.
- Adhere to approved procedures for quotations, ordering and processing of payment
- Carry out such duties as may be assigned to him/her from time to time by a nominated officer.
- Operate a Mobile Phone device & Laptop computer for communicating with relevant personnel.