

- supporting people with learning disabilities -



- JOB DESCRIPTION -

REDWOODS ESTATE MAINTENANCE ASSISTANT

POST:	REDWOODS ESTATE MAINTENANCE ASSISTANT
RESPONSIBLE TO:	ESTATE MAINTENANCE MANAGER
NOTES:	• The Redwoods Caring Foundation is an Edinburgh-based Christian charity. Established in 1986, and registered with the Care Inspectorate, Redwoods provides 'care at home' and housing support services for people in the Lothians with learning disabilities, as well as operating day services and music therapy. • The Redwoods Caring Foundation (Redwoods) expects that every member of staff is familiar with and embraces the vision and ethos of the organisation as expressed in the Purpose, Ethos and Values Statement.

JOB SUMMARY

To work as part of a team repairing and maintaining the buildings, grounds, fixtures and equipment in the estate owned or rented by Redwoods.

DESCRIPTION

The Redwoods Caring Foundation operates services from several facilities in Edinburgh and Midlothian which primarily act as HMO residential dwellings for people whom Redwoods support. In addition, a day centre facility and a central office are both rented properties in Edinburgh forming part of the Redwoods estate for maintenance purposes. In total, there are 7 individual properties, along with extensive grounds and garden facilities.

The Estate Maintenance Assistant has a key role in supporting the work of Redwoods, working proactively as part of a small team to ensure that the buildings and grounds are kept safe, tidy, and in good order. This includes maintaining all the systems that help provide a compliant working environment.

We achieve this through planned maintenance to all Redwood's properties, grounds and equipment.

Occasionally some of these tasks may be reactive when essential repairs or replacement of equipment will be given priority due to needs of staff and clients.

TASKS

Overseen by, and reporting to, the Estate Maintenance Manager, these main tasks include;

- Grounds and garden maintenance using a range of landscaping equipment and machinery.
- Undertaking property maintenance e.g., masonry, joinery, painting, and cleaning tasks.
- Monitoring heating systems and light timers.
- Maintaining the maintenance vehicle.
- Performing "heavy duty" housekeeping tasks - e.g., carpet cleaning, hanging curtains, window cleaning and the moving of heavy appliances for cleaning.
- Ordering, organising and delivering PPE/Cleaning stock across all units.
- Updating admin in relation to maintenance, Health & Safety and fire safety records in line with Redwoods' policies and procedures.
- Involvement in scheduled works e.g., PAT test & legionella checks. (Training is provided).
- Available for "on call" out-of-hours emergencies relating to estate and utility issues.
- Providing support to enable clients to take part in gardening/cleaning tasks under the supervision of staff when appropriate.

Decisions made in the course of the job

Tasks will mainly be directed by the Estate Maintenance Manager and it is expected that, whilst taking the initiative can at times be required, any independent decisions should be made within the boundaries of Redwoods policies and procedures.

Supervision and support

Primarily *supervision* will be provided by the Estate Maintenance Manager with a formal meeting occurring once every 12 weeks, more often during the probationary period. *Training* is delivered in person and online, but can be outsourced depending on the nature of the qualification required. *Support* will be ongoing through all stages of employment, although working with a high level of independence is important in this position due to the size of the maintenance team.

Key relationships

Estate Maintenance Manager, Maintenance Team, Health & Safety Officer, Operations Manager, Service Managers, Senior care and support staff.

Essential Requirements

- Must have a driving licence with no more than 3 unspent penalty points (endorsements).
- Must be aged 25 or over as a requirement of maintenance vehicle insurance.
- Must be prepared to join the PVG (Protection of Vulnerable Groups) Scheme / undergo PVG update.
- Must have and be able to evidence a right to work in the United Kingdom.
- Must be willing to participate in appropriate training including Health & Safety, First Aid, and any relevant maintenance upskilling.
- Must commit to attending scheduled staff days e.g. Annual Redwoods Staff Day.
- As a Christian charity, the post holder must be able to work within our Christian ethos and values.

Experience required

Previous experience in a similar environment would be advantageous, but not essential.

A competent handyman with a good all-round skill-set is desirable. A basic knowledge of hard landscaping and horticultural skills would also complement this job role.

Personal Attributes

This position would suit an organised individual, who thrives on a full and varied list of duties. They must be able to prioritise tasks and report their outcomes clearly and efficiently. Many of the tasks are carried out in and around facilities where clients live and are supported by staff. It is important, then, that the post holder should enjoy engaging with others and have a flexible attitude to requests from senior support staff and service managers. A good work ethic and positive outlook is therefore essential to perform well in this position including the ability to adapt to lone working when required.

Health and Safety – in line with the Redwoods Health & Safety Policy

The post holder must be willing:

- To carry out tasks in line with Redwoods' Health and Safety policies
- To gain knowledge of the legal requirements in regards to safe practice.
- To minimise risk to staff, clients, visitors and tradesmen by reporting unsafe practices, that may cause harm or increase risk of accidental injury.
- To identify damaged or unsafe equipment and remove them for repair or replacement.
- To comply with all Redwoods' fire safety procedures.
- To complete written Risk Assessments when relevant.
- To use correct PPE in relation to work tasks
- To report any personal change in health that may be affecting your wellbeing or ability to perform work related tasks.

This list of tasks is in no way exhaustive, but indicates the main areas of work. There may be times when you are required to undertake additional tasks within your capabilities, and Redwoods reserves the right to vary them from time to time, according to the needs of the service.