


<b>Profile Title:</b>	Maintenance Assistant				
<b>Reports to:</b>	Building Services Manager				
<b>Employee Management:</b>	None			<b>Profile Ref:</b>	

### Purpose of the Post

To assist the Building Services Manager to provide an effective, efficient and economic maintenance service to all of the facilities managed by Oldham Community Leisure Limited.

### Responsibilities

- To maintain and improve the buildings managed by OCLL including fixtures, fittings and finishes.
- To undertake general maintenance of all sites as required including servicing, maintenance and repair of buildings, equipment and plant as required, including both day to day maintenance programme, ensuring that all equipment and plant are in good working order and prepared for safety and insurance inspections as well as general handy person work, heating and lighting including decoration, joinery and tiling.
- To follow safe working practices and procedures, and at all times ensure the safety of public and staff including OCL policy and statutory legislation.
- To assist in the maintenance of necessary stores and materials as required and ensure relevant documentation is completed and in addition assist with non-plant stores and materials as required.
- To assist in the programming and implementation of closures for routine maintenance and serving.
- To liaise with the representatives from Oldham Council and outside contractors as required.
- To assist in the training of staff as appropriate.
- To be flexible in working hours as evening and weekend work, which maybe required on occasions.
- To undertake other duties commensurate with current level of responsibility.

<b>Education and Training</b>	Measure	Rank
<ul style="list-style-type: none"> <li>Numerate and literate to fulfil the requirements of the post.</li> </ul>	A/I	E
<b>Relevant Experience</b>	Measure	Rank
<ul style="list-style-type: none"> <li>Time served craftsman or having carried out relevant work based training and have experience in one or more of the following areas: Painting &amp; Decorating Joinery General Building Maintenance</li> </ul>	A/I	E
<b>Skills and Abilities</b>	Measure	Rank
<ul style="list-style-type: none"> <li>Willingness to undertake small repairs and maintenance work as required by the service.</li> <li>Ability to communicate effectively.</li> <li>Ability to work as part of a team and on own initiative.</li> <li>Understanding of Health and Safety at work issues.</li> <li>Commitment to a quality service to ensure customer enjoyment and safety.</li> <li>Ability to maintain stock and stores system.</li> <li>Ability to work to a high standard in a safe and effective manner, with due regard to the special considerations necessary when working in public areas.</li> </ul>	A/I A/I A/I A/I A/I A/I A/I	E
<b>Additional Requirements</b>	Measure	Rank
<ul style="list-style-type: none"> <li>Must have a flexible approach to work, i.e. be willing to work unsocial hours when required, including evenings, weekends and bank holidays at any OCLL facility.</li> </ul>	A/I	E