



JOB DESCRIPTION

Job Title: Maintenance Support Worker

Location: Freshfields Animal Rescue, Liverpool, L29 3EA.

Hours: 0 hours Contract. Hours vary dependent upon need for additional Maintenance work based on deadlines and seasonal needs. Hours will be offered between from 0 hours per week to 37.5 hours per week. A full day consists of 7.5 hours plus a 30-minute unpaid break. Flexible days/hours are desirable over any day of the week.

Salary: £12 per hour

Contract type: Casual/Zero Hours

Term: Permanent

Reports to: Maintenance Worker Liverpool

JOB PURPOSE

Working alongside the Maintenance Worker, you will ensure that our Liverpool rescue is fit for purpose to provide a safe, operational and comfortable environment for the animals to live in, for staff and volunteers to work, and public to visit. You will achieve this provide additional practical help with by planned, preventative and reactive maintenance within the Liverpool rescue throughout the year, as prioritised by the Maintenance Worker. Together you will help to maintain and create a rescue site that we all take pride in, meets all legal obligations and facility quality standards.

KEY RESPONSIBILITIES

Key activities and tasks include, but are not limited to:

- Ensure grounds are maintained to a tidy and presentable standard and are always secure.
- Carry out ongoing responsive repairs and preventative work according to your qualifications/expertise and regulations. Advise the Maintenance Worker of any necessary work that is beyond capability or capacity.
- Inspect and maintain all buildings, fixtures and fittings, equipment and machinery to ensure the safe functioning of the site and safety of staff, volunteers and visitors.
- Cleaning and clearance across the centre, including external lights and signage, external paving, paths, steps, ramps, car parking areas, gutters, fixtures and fittings, furniture, equipment, machinery, tools, fences and gates.
- Carry out redecoration as required across the centre for all internal and external property, fixtures and structures.
- Help to monitor and maintain water pipes and drains/sewage treatment.

- Help to conduct fire alarms and adhere to service requirements and the Health & Safety Policy.
- Carry out PAT testing.
- Assist the Maintenance Worker with relevant risk assessments, regular safety audits and monitoring of their implementation.
- Inspect and maintain tools and equipment and arrange required safety tests.
- Induct and oversee volunteers performing maintenance related tasks. Risk assess, communicate and monitor work safety and standards.
- Identify suitable external contractors for maintenance works as and when required. Obtain quotes and oversee the work of such contractors and ensure it is to standard.
- Assist with cost effective sourcing and collection of equipment, supplies and services.
- Coordinate pest control on site and advise management of issues/propose prevention.
- Attend to heating/radiator/boiler issues.
- Minor roof work and prevention of leaks and associated damage.
- Checking fuel levels pertinent to the site.
- Overseeing skip/tip runs.
- Drive the centre vehicle as necessary and ensure its servicing and maintenance.
- Minimise maintenance costs through care of tools, re-use and recycling of materials and sourcing donated materials and labour when possible.
- Consistently demonstrate a positive 'can do' attitude.
- Help to deliver large projects when time allows.
- Regular inspection of maintenance equipment within the facility, with early reporting of any defects found and in accordance with manufacturers specifications.
- Advise the Maintenance Worker of any outstanding upkeep and repair matters and statutory testing/audits that are beyond the post holder's capability or capacity.
- Any other duties consistent with the requirements of the post and the needs of the Charity and as identified by management.

Tools and PPE will be provided.

Whilst at work all staff are required to:

- Adhere to the ethos and objectives of Freshfields Animal Rescue.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with all charity's policies and procedures as found in the most recent Employee Handbook.

PERSON SPECIFICATION

Essential Experience:

- At least 3 years proven, hands on experience in a comparable setting that required a knowledge of, and necessary qualifications in, a broad range of maintenance skills such as construction, electrics, welding, plumbing, or roofing etc Refresher training and/or gap training might be provided for an otherwise fitting candidate.
- Competent use and maintenance of hand and power tools.
- Experience of supervising contractors, and of maintenance volunteers' on basic tasks.
- Experience of producing and/or working to risk assessments.

Desirable Professional/Technical Qualifications:

- Qualification in electrical engineering, plumbing or another of the relevant competencies.
- PAT testing qualification (desirable).
- Manual Handling.
- Health and Safety at Work.
- First Aid at Work
- Fire Safety Training.
- COSHH Trained.
- CSCS Card Holder.
- Hold a full, clean and valid UK driving license.

Personal Qualities:

- Good general standard of education.
- Good time-management and prioritisation skills.
- Ability to undertake relevant administration tasks and keep appropriate records relating to the work.
- Good communication skills.
- Able to work effectively unsupervised and as part of a team as required.
- Problem solver and decision maker.
- Resourceful and displaying initiative.
- Able to meet the physical demands of the post.
- Happy to work outdoors in poor weather.
- Flexibility is essential; this Job Description reflects the material requirements of the job and should not be seen as precluding future changes should the need arise.
- Always demonstrate respect for everybody.
- Be a positive advocate for the work of the rescue at all times.
- Care about our cause to make a better life possible for all animals.
- Willing to help in the other rescue units with non-maintenance emergency or major jobs occasionally.