

<b>Job Title:</b>	Maintenance Technician
<b>Hours:</b>	37.5 hours per week
<b>Accountability:</b>	Maintenance Technician reports to the General Manager
<b>Job Purpose:</b>	To undertake general maintenance of all of YMCA Reading's properties, premises and grounds and to assist in the running of the workshop.
<b>Primary Tasks:</b>	<ol style="list-style-type: none"> <li>1. To undertake all carpentry jobs within the hostel and across all of YMCA Reading's premises.</li> <li>2. Completing job sheets within the specified time.</li> <li>3. Pricing/costing jobs to be completed and finding most cost effective way and liaising with suppliers.</li> <li>4. Carry out relevant trade duties on responsive and planned works.</li> <li>5. Work flexibly across the repairs and maintenance service.</li> <li>6. Build and maintain good working relationships with colleagues, customers and managers to ensure the effectiveness of the repairs and maintenance service.</li> <li>7. To undertake decoration of rooms, corridors and stairwells throughout YMCA Reading premises. Working in line with all planned department cyclical work.</li> <li>8. Progress specific jobs in Maintenance raised via spreadsheet, namely basic electrical and plumbing work; refurbishment of rooms in the supported accommodation; plus works in other areas of YMCA Reading's premises or as requested by the General Manager.</li> <li>9. Responsible for Control of Substances Hazardous to Health (COSHH) are in one controlled area, and that items issued have COSHH data sheets in compliance with Health and Safety legislation.</li> <li>10. Complete all the cyclical works in the hostel bathrooms when a void occurs.</li> <li>11. Responsible for smoke alarms and call points at Padworth &amp; the Sports Centre. Responsible for fire extinguishers, Portable Appliance Testing (PAT) and emergency lighting, ensuring testing in compliance with Health and Safety legislation, in all YMCA Reading's premises.</li> <li>12. To supervise/monitor externally contracted work agreed with the General Manager in line with PPM schedule.</li> <li>13. To supervise volunteer resource of placements, groups, or young people on YMCA's Reading properties and premises.</li> <li>14. Responsible for Personal Protective Equipment (PPE) required for work on YMCA's Reading properties or premises ensuring sufficient stock level is held on site.</li> <li>15. Responsible for Fire Alarm testing across all sites.</li> <li>16. Plan annual maintenance and compliance schedule inline with site requirements, booking contractor visit in advance</li> <li>17. To participate in the Association's Continuing Professional Development Programme and online training portal.</li> </ol>
<b>Additional Regular Tasks:</b>	<ol style="list-style-type: none"> <li>1. To undertake other duties and tasks as deemed appropriate and assigned by the General Manager to ensure the smooth running of YMCA Reading.</li> <li>2. Where necessary and appropriate to attend YMCA staff and other approved training\meetings.</li> <li>3. To provide building cover during housing staff sickness absences and holidays.</li> </ol>
<b>Skills Required:</b>	<ol style="list-style-type: none"> <li>1. Knowledge of building, woodwork, plumbing and electrics.</li> <li>2. Ability to work as a member of the YMCA team working with young people and</li> </ol>

	<p>the community and their needs.</p> <ol style="list-style-type: none"> <li>3. Knowledge of workplace safety and safe lifting and handling procedures.</li> <li>4. Ability to operate required equipment in a safe and responsible manner.</li> <li>5. Ability to use your own initiative and administer your own work.</li> <li>6. Effective verbal and listening communication skills.</li> <li>7. An understanding of and an ability to adhere to professional boundaries.</li> <li>8. Ability to deal with sometimes difficult behavioural situations</li> <li>9. An understanding of Safeguarding for children and adults.</li> <li>10. Good organisational, time planning, managing and liaising skills.</li> <li>11. To be able to understand complex drawings, specifications and technical literature.</li> <li>12. Awareness of risk assessments relating to own area of work and to work in a safe manner taking account of other people's health and wellbeing.</li> <li>13. To be able to follow Health and Safety policy and procedures including the wearing of personal protective equipment when necessary.</li> </ol>
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<b>Other:</b>	<ul style="list-style-type: none"> <li>• Ability to motivate and enthuse young people and colleagues.</li> <li>• A commitment to the Aims and Purposes of the YMCA Movement.</li> </ul>
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I have received a copy of this job description. I understand that my job description may change from time to time depending on the organisational and departmental needs. Any changes will be discussed with me prior to implementation and I will be issued with a revised job description.

**Sign..... Print Name..... Date.....**