

## **Guernsey Housing Association**

**Job Title: Maintenance Technician**

### **Job Description**

#### **1. Job Purpose**

The Maintenance Technician will be responsible for carrying out minor repairs of a non-specialist nature, improvements, planned maintenance, clearance and testing, to Guernsey Housing Association properties and estates.

#### **2. Main Duties and Responsibilities**

Carry out any responsive repairs and maintenance tasks as instructed by the authorised Maintenance personnel and to the set deadline.

Complete paperwork accurately and on time.

Carry out planned maintenance work and improvements to GHA's properties.

Carry out scheduled testing of, but not limited to, Fire Alarms, Fire Doors, drainage, access systems, legionella controls.

Provide tenants with advice relating to home maintenance, and operation of home heating and hot water systems.

Work alongside and under the instruction of the Technicians or Inspector.

Ensure work is carried out to a good standard, on time, with the minimum amount of disruption to GHA's tenants and staff.

Refer to the Maintenance Technician or Inspector any repairs that are more serious than initially advised.

Liaise closely with GHA approved sub-contractors.

Maintain a stock of consumables and common parts, ensuring stocks are kept up to date.

Assist with the regular store and van stock takes and to ensure accurate record keeping is maintained.

Ensure estates and properties are kept clean and tidy, reporting any issues to the Maintenance Inspector for further investigation.

Keep GHA van and store areas in a clean and tidy condition.

To participate in the 'out of hours' rota when needed. If needed, this will require being on call for a seven day period, generally one week in six, but may also require additional cover for holidays etc. This may, depending on the nature of the call, require on site attendance.

Issuing of parking tickets on GHA grounds.

Letter drops to tenants in a timely manner

### **3. General**

Ensure the Association's policies and procedures are fully implemented relating to equal opportunities, customer care and health and safety.

Keep abreast of developments and legislation relating to maintenance and servicing and make recommendations on practical implementation. Ensure the Association fulfils all its legal and statutory obligations in health & safety, & maintenance of its homes.

Provide the highest quality service incorporating best standards and practice and work to continually improve the standards, promoting the Association to its customers and contacts.

Maintain an active interest in current technical developments relating to building maintenance and associated work, to achieve the highest standards of service and value for money.

Undertake any other duties that may reasonably be required by your Manager.

Willingness to attend training courses, seminars and workshops relevant to the post.

### **4. Supervisory**

None at present

### **5. Reporting to**

Maintenance Inspector

Sub Maintenance Technician/s

### **6. Principal Contacts**

GHA staff

Tenants/Residents/Partial Owners

Suppliers and Contractors

HSC and other Care Staff

## **Person Specification**

A satisfactory police check will need to be provided commensurate with the nature of the role

## **Education/Qualifications**

A recognised qualification, e.g. NVQ / C+G in a construction trade would be an advantage, particularly carpentry or painting/decorating.

## **Experience**

A good general knowledge of building construction and maintenance, and the ability to carry out repair and maintenance tasks to a professional standard.

Organisational skills in managing a diverse number of projects.

Good verbal and written communication skills.

Good problem solving and numeracy skills.

Ability to work on own initiative and prioritise work.

Able to assist in the broad range of duties, and work as part of a team.

A commitment to equal opportunities, and to social housing.

Ability to, and be confident in working at heights.

Have a current valid driving licence.

Personable demeanour and professional conduct at all times