


ASSISTANT MAINTENANCE OFFICER/ MAINTENANCE WORKER

Identifying Facts	
Organisational Relationships:	 <pre> graph TD FM[Facilities Manager] --- TR[This Role] </pre>
Qualification Requirement:	PASMA/ PASOQ Certificates

Job Purpose

To carry out maintenance duties and repairs as required by supervisor to ensure that building systems, facilities and equipment are fit for purpose.

Major Tasks

1. Maintenance and repairs of building systems and facilities
2. Maintenance, adjustments and minor repairs of equipment
3. Building and erecting pre-fabricated mobile access and working towers
4. Security

Main Activities

1. Maintenance and repairs of building systems and facilities

To carry out regular inspections, identify maintenance opportunities and fix and/or report issues for the following building systems and facilities:

Electrical

1.1. Performing minor electrical works such as:

- Replacing accessories such as socket-outlets or control switches.
- Replacing cables where damaged.
- Adding lighting points such as light fittings and switches to existing circuits.

1.2. Undertaking weekly generators' maintenance checks which entails:

- Looking for corrode elements, loose wires, stuck buttons, etc.
- Checking for any loose connections and frayed wiring.
- Making sure the area around the generator is clean (e.g.: removing debris).
- Check distilled water in the battery and top up if needed.
- Change lubricant oil and filters following the manufacturer's instructions.
- Check and add fuel.
- Start up generator on a regular basis to ensure it runs smoothly.

Water treatment and plumbing

1.3. Conducting regular inspections of the boiler, identify and report issues (e.g.: leaks) to supervisor.

1.4. Check and maintain water pumps (e.g.: clearing pumps of any blockages) and arrange servicing with external company if major issues are detected.

1.5. Carrying out control measures to prevent *Legionella* bacteria in water systems on a weekly basis by: running of taps to prevent disease and keeping records in a spreadsheet.

1.6. Inspection and maintenance of anti-flood valves.

Swimming pool

1.7. Testing and adjusting chemicals as required (e.g.: adding a chemical to adjust pH levels) and filling in records.

1.8. Weekly backwash of the Hydrotherapy pool following operation procedures (e.g.: closing valves, switching pumps, unscrewing and cleaning filter, etc.).

1.9. Draining, cleaning and refilling swimming pool whenever major issues have been detected (e.g.: broken tile, glass in pool).

1.10. Cleaning pool drains and valves.

Fire system

1.11. Inspecting fire hydrants every three months in order to ensure these are fit for purpose. This activity entails lifting covers and turning water ON, check that water pressure is appropriate and that all valves are working.

1.12. Checking that emergency lightening system is fit for purpose.

Doors/ windows/ roof

- 1.13. Replacing door locks and metal door frames.
- 1.14. Inspecting and cleaning roofs (e.g.: looking for damaged shingles, inspecting metal areas for rust, check for signs of fungus, sweeping excess of debris, leaves) in order to avoid costly repairs. Report to Management in case a roof major maintenance/ repair service is required.

General Maintenance

- 1.15. Duct cleaning and maintenance.
- 1.16. Clean shower heads thoroughly every three months.
- 1.17. Bed inspection. Conducting monthly inspections and preventive maintenance for special care beds (e.g.: caster security, weld cracks, etc.).
- 1.18. Cleaning and inspecting extractor fans every three months and keeping records.
- 1.19. Ceiling treatments (e.g.: water leaks, plastering).

2. Maintenance, adjustments and minor repairs of equipment

To perform maintenance duties such as repairs, replacements or adjustments and/or report major issues to supervisor for the following equipment:

- 2.1. Electrical and Manual wheelchairs (e.g.: lubricating axles, replacing tyres, replacing brakes, etc.).
- 2.2. Cleaning out water pumps and replacing elements in industrial washing machine and dryers.
- 2.3. Inspecting all overhead fixed and mobile hoists on a monthly basis and repair if minor faults are identified.
- 2.4. Head/mobile and Hydro pool hoists.

3. Building and erecting pre-fabricated mobile access and working towers

3.1. Building and dismantling pre-fabricated mobile access and working towers using technical knowledge obtained through training (PASMA) and experience. This activity entails:

- Carrying out a risk assessment prior to the work.
- Carry out a pre-use inspection and complete necessary records in accordance with regulations.
- Inspecting tower components at suitable intervals and keep appropriate record for these inspections.

4. Security

Limited by guarantee, registered in Scotland, number SC036524.

Registered Scottish Charity, number SC011330, regulated by the Scottish Charity Regulator [OSCR].

- 4.1. Weekly fire alarm test which implies contacting Fire Alarm security company by telephone and inform them of the date and time of the fire alarm test, setting fire drills off and visually inspect every room of the building/s (e.g.: emergency light are working, doors are closed, etc.).

This role may also include:

5. Manual handling and heavy lifting (e.g.: furniture, beds, etc.).

Applicable for all roles:

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.