


## ASSISTANT MAINTENANCE OFFICER/ MAINTENANCE WORKER

Identifying Facts	
Organisational Relationships:	 <pre> graph TD     FM[Facilities Manager] --- Role[This Role]           </pre>
Qualification Requirement:	No formal qualifications required although IT literate and trade experience preferred. Full drivers licence.

### Job Purpose

**Administering and conducting maintenance duties and repairs as required by Facilities Manager (FM) to ensure that building systems, facilities and equipment across the Capability Scotland Estate (primarily but not limited to Dundee, Kelty, Perth) are fit for purpose and provide a safe and secure environment for our service users.**

### Major Tasks Including but not limited to:

- 1. Administration of PPM, maintenance requests and repairs of building fabric and systems**
- 2. Minor repairs involving joinery, plumbing and electrical**
- 3. Painting and decorating**
- 4. Ground care**
- 5. Driving**

### Main Activities

**Maintenance and repairs of building systems and facilities.**

**To administer, conduct, and complete regular inspections, identify maintenance opportunities and fix and/or report issues for the following building systems and facilities:**

**1. Electrical**

- performing minor electrical works
- replacing accessories such as socket-outlets or control switches
- troubleshooting faults and installing peripheral devices to Aid Call

**2. Undertaking weekly generators' maintenance checks entailing:**

- Start-up generator on a regular basis to ensure it runs smoothly.
- Change lubricant oil and filters following the manufacturer's instructions.
- 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.

**3. Water treatment, plumbing, flood prevention:**

- Conducting regular inspections of the domestic hot water and central heating systems, identify and report issues (e.g.: leaks) to FM.
- Check duct flood pumps operating correctly and report to FM if major issues are detected.
- Conducting and recording control measures to prevent Legionella bacteria in water systems on a weekly basis by running of taps to prevent disease. Clean shower heads thoroughly every three months.
- Inspection and maintenance of surface water drains and gullies.
- Deployment of surface water flood defences and inspection of roadside gullies.

**4. Swimming pool:**

- Daily testing, adjusting, and recording water quality.
- Weekly backwash of the Hydrotherapy pool following operation procedures (e.g.: closing valves, switching pumps, unscrewing, and cleaning filter, etc.).
- Draining, cleaning and refilling swimming pool whenever major issues have been detected (e.g.: broken tile, glass in pool).
- Cleaning pool drains and valves.

**5. Fire system:**

- Inspecting fire hydrants quarterly to ensure correct operation. This activity entails lifting covers and turning water on, check that water pressure is appropriate and that all valves are working.

- **Conducting emergency lightening system checks and recording and communicating issues to the Facilities Manager.**

**6. Doors/ windows/ roof:**

- **Replacing door locks and repairing door frames.**
- **Inspecting and maintaining flat roofs (e.g.: remove leaves and moss, unblock surface water drains and gullies). Report required repairs/issues to Facilities Manager.**

**7. General H&S Maintenance:**

- **Bed inspection. Conducting monthly inspections and preventive maintenance for special care beds (e.g.: caster security, weld cracks, etc.).**
- **Cleaning and inspecting extractor fans every three months and keeping records.**
- **Ceiling treatments (e.g.: water leaks, plastering).**

**Maintenance, adjustments and minor repairs of equipment**

- 1. To perform maintenance duties such as repairs, replacements or adjustments and/or report major issues to supervisor for the following equipment:**
- 2. Electrical and Manual wheelchairs (e.g.: lubricating axles, replacing tyres, replacing brakes, etc.).**
- 3. Inspecting all overhead fixed and mobile hoists on a monthly basis and repair if minor faults are identified.**
- 4. Hoists.**

**Security**

- 1. Conducting weekly fire alarm test and inspection of fire security fixtures and fittings.**
- 2. Carrying out inspections of disused building on campus and reporting/repairing damage.**

**This role also includes:**

**Driving, manual handling, and heavy lifting using appropriate vehicles and lifting equipment for furniture, beds, etc. Supporting the Upper Springlands Transport Team when required. The ability to complete written records and computer-based admin. using Microsoft Office programs e.g. Excel and Word.**

**Applicable for all roles:**

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

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