

Job title:	Maintenance Manager
Responsible to:	Director of Facilities
Holiday/Sickness Relief:	Maintenance Operatives
Salary:	£40,000 per annum
Hours:	37 per week, Monday to Friday with some on-call duties

Purpose of the Job

To promote and work within our values:



To manage and oversee all repairs, maintenance, and improvement works across 9 residential care homes and Central Support Services. You will lead a small team of Maintenance Operatives to make sure each home is safe, well-maintained and compliant with health and safety regulations. Your goal is to ensure a safe and comfortable environment for residents, staff, and visitors.

To work within our Leadership Charter

Key Responsibilities

- **Team Leadership:** Supervise, support, and schedule the Maintenance Operatives, ensuring high standards of work.
- **Planned Maintenance:** Develop and oversee a regular maintenance schedule for all 9 homes, including heating, plumbing, electrical systems, and buildings.
- **Reactive Repairs:** Respond promptly to urgent repair needs and emergencies, coordinating the team and external contractors as needed.
- **Health & Safety Compliance:** Ensure all work follows current health and safety regulations and Care Quality Commission (CQC) standards.
- **Contractor Management:** Source and manage external contractors for specialist work when needed.
- **Record Keeping:** Keep accurate records of maintenance work, inspections, and compliance checks.
- **Budget Awareness:** Work within agreed budgets, ensuring good value from suppliers and contractors.

- Report Writing: Produce reports as required by the Director of Facilities
- Communication: Work closely with care home managers to identify maintenance priorities and minimise disruption to residents.

Specific Duties & Responsibilities

1. To be aware of and work within Company policies and procedures (as determined by Sheffcare Board/Chief Executive) ensuring that all applicable legislation is implemented.
2. Coordinate/Manage general repairs and maintenance at all Sheffcare sites, currently 9 care homes, a small central support service office and two daycare services
3. Carry out 1:1s for the maintenance team, currently three people
4. Coordinate/manage proactive/reactive compliance procedures for Legionella, Fire and Health & Safety, including Portable Appliance Testing, Nurse Call and Mechanical & Engineering Systems by prioritisation and allocation of resources
5. To operate the appropriate stock control systems, as required.
6. To carry out fault finding on mechanical and electrical systems.
7. Provide direct maintenance support when maintenance team members are on leave / sick
8. Act as the point of contact for the Director of Facilities in their absence
9. Attend Health and Safety Employee Forums
10. Prepare and authorise all maintenance Purchase Orders (PO)
11. To carry out all duties with due regard to Health & Safety legislation and the Health & Safety Policy of Sheffcare Ltd
12. To carry out specific delegated duties as directed by the Director of Facilities
13. To respect the privacy and dignity of our residents and clients, ensuring confidentiality at all times.
14. To understand and comply with fire precaution procedures and health and safety regulations.

15. To participate in all meetings, reviews, staff development/training and 1:1s within charity policies.
16. To drive light vans transporting materials in a safe and efficient way. Ensure all materials are loaded safely and securely, when required.
17. To install new and remove old machinery, equipment, plant, furniture and fittings.
18. To operate and provide information for the computerised works order system.
19. To maintain detailed knowledge and understanding of all mechanical and electrical systems contained within the facilities.
20. To undertake any other duties applicable to the grade and post.
21. Any other reasonable request made by a member of the management team.

Person Specification

Essential

- Full Clean Driving License
- Experience of supervising a small maintenance team
- Understanding of Health & Safety compliance.
- Able to undertake manual work.
- Positive disposition
- Proactive approach to work
- Solid experience in maintenance and repair, buildings and facilities, DIY, cleaning and housekeeping
- Technical knowledge of mechanical and electrical systems
- IT skills
- Literacy skills sufficient to write succinct and professional management papers and reports
- Numeracy skills sufficient to be able to work within budgets.
- Communication skills sufficient to present to senior management and to provide advice and instruction to colleagues and external contacts at all levels
- Ability to plan work, prioritise tasks, organise staff and resources
- Self-motivated and can work on own initiative
- Ability to work as a member of a team
- Ability to work methodically under pressure
- Ability to work in a flexible and responsible way
- Ability to train others and lead by example

- A willingness and ability to undertake training required for the role

Desirable

- IOSHH (or equivalent) Health and Safety
- Institute of Workplace and Facilities Management level 3 or above
- Recognised trade qualification
- Similar role within residential care home or relevant non-profit organisation.
- Risk assessment production and completion
- Construction, electrical and plumbing skills
- Experience of working around older people / people living with dementia.
- An understanding of resident safeguarding

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

I confirm I have received a copy of this job description

Name:

Signature:

Date: