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| **Job Title** | Maintenance Manager |
| **Department** | Estates and Facilities  |
| **Reports to (job title)** | Director of Estates and Facilities / Home Manager |
| **Direct and Indirect Reports** | No |
| **Job Grade** | C2  |

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| **Who we are** |
| At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, “*to be the most innovative and best quality provider of niche health and social care services.”*Our **Purpose** is*, “to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.* *We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.**We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.**We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.**We will deliver care and clinical interactions compassionately and tailor them to individual needs.”*We achieve this by living our business **Values** each and every day:* We are **caring**
* We are **enterprising**
* We are **resourceful**
* We are **authentic**
* We are **accountable**
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| As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*  |

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| **What you’ll be doing (your job purpose)** |
| The Maintenance Manager at Healthcare Management Trust ensures the safety, functionality, and upkeep of our care homes. Key responsibilities include overseeing routine maintenance, repairs, and renovations of the building, equipment, and grounds they ensure compliance with health and safety regulations and maintain detailed records of all maintenance activities. Effective communication and problem-solving skills are essential as they interact with residents, staff, and contractors to address maintenance issues promptly. The Maintenance Supervisor plays a crucial role in creating a safe, comfortable, and well-maintained environment for all residents and staff. |

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| **Your key accountabilities and responsibilities** |
|  | Report and action any known defects to appliances, damaged furniture/equipment, and potential hazards. |
|  | Maintain the Care Home’s exterior, including cleaning sheds, outbuildings, waste areas, snow clearing, gritting, grass cutting, tending flowerbeds, and cleaning exterior signs/lighting. |
|  | Perform patching up or touching up of decoration as needed. |
|  | Test and log alarm systems weekly, including call points, fire exits, door retaining devices, and emergency lights. |
|  | Keep ventilation units and lights clean, replacing defective light bulbs/diffusers. |
|  | Provide fire instruction for new staff and conduct fire evacuation drills every six months |
|  | Test and record water temperatures monthly to control Legionella risk. |
|  | Maintain the Maintenance log for recording and addressing defects |
|  | Assist with deliveries and monitor delivered goods |
|  | Participate in staff and resident meetings. |
|  | Liaise with the Home Manager or delegated staff regarding maintenance work |
|  | Maintain and improve professional knowledge and competence. |
|  | Adhere to the Care Home’s waste disposal policy. |
|  | Use and store paints and varnishes according to manufacturer’s instructions, ensuring well-ventilated areas. |
|  | Report any infectious illness or accidents immediately. |
|  | Implement the Care Home’s Health & Safety policy and Emergency and Fire procedures. |
|  | Promote safe working practices |
|  | Maintain and reorder stocks as needed. |
|  | Generate reports based on repairs and Health & Safety KPIs. |
|  | Undertake driving duties as required, limiting trips to necessary mileage |
|  | Ensure the security of the Care Home. |
|  | Ensure all equipment used is clean and well-maintained |
|  | Be ‘On Call’ for emergencies out of hours, including phone advice and in-person attendance |

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| **Your knowledge, skills and experience** |
| Strong knowledge of building trades, cleaning procedures and maintenance. | Essential |
| Knowledge of health a safety practices and regulations  | Essential |
| 2 years’ experience as a maintenance supervisor  | Essential |
| Technical knowledge of all building systems Electrical, Heating Etc | Desirable |

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| **Your training and qualifications** |
| NVQ3 or equivalent in electrical, mechanical, or building trades | Essential |
| IOSH Certification, NEBOSH Certification | Essential |
| Understanding of COSHH. | Essential |

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| **The way we do things at HMT (our Behaviours)** |
| *\*See Appendix 1 attached* |

***Note:*** *This job description is an outline of the job, setting out general responsibilities and tasks the job holder may be required to undertake. It is not an entire reflection of the role and you may be required to carry out other duties and responsibilities from time to time. The job description will also be subject to change in-line with the needs of the business.*

*Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.*

*We require that mandatory training is current and will expect you to participate and undertake further developmental training specific to the role.*

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed............................................................................. Date....................................

Job Holder