



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY  
Telephone: 020 7222 1177 Email: [admin@hmt-uk.org](mailto:admin@hmt-uk.org)  
[www.hmt-uk.org](http://www.hmt-uk.org)

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

### 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**

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 Supervisor 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. You will 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.

### Your key accountabilities and responsibilities

1.	Report and action any known defects to appliances, damaged furniture/equipment, and potential hazards.
2.	Maintain the Care Home's exterior, including cleaning sheds, outbuildings, waste areas, snow clearing, gritting, grass cutting, tending flowerbeds, and cleaning exterior signs/lighting.
3.	Perform patching up or touching up of decoration as needed.
4.	Test and log alarm systems weekly, including call points, fire exits, door retaining devices, and emergency lights.
5.	Keep ventilation units and lights clean, replacing defective light bulbs/diffusers.
6.	Conduct regular visual inspections and PAT tests of portable appliances, ensuring equipment calibration.
7.	Provide fire instruction for new staff and conduct fire drills every six months.
8.	Test and record water temperatures monthly to control Legionella risk.
9.	Maintain the Maintenance log for recording and addressing defects
10.	Assist with deliveries and monitor delivered goods
11.	Participate in staff and resident meetings.
12.	Liaise with the Home Manager or delegated staff regarding maintenance work
13.	Maintain and improve professional knowledge and competence.
14.	Adhere to the Care Home's waste disposal policy.
15.	Use and store paints and varnishes according to manufacturer's instructions, ensuring well-ventilated areas.

Date Choose an item.



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16.	Report any infectious illness or accidents immediately.
17.	Implement the Care Home's Health & Safety policy and Emergency and Fire procedures.
18.	Promote safe working practices
19.	Maintain and reorder stocks as needed.
20.	Generate reports based on repairs and Health & Safety KPIs.
21.	Undertake driving duties as required, limiting trips to necessary mileage
22.	Ensure the security of the Care Home.
23.	Ensure all equipment used is clean and well-maintained
24.	Be 'On Call' for emergencies out of hours, including phone advice and in-person attendance

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

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

The way we do things at HMT (our Behaviours)
<i>*See Appendix 1 attached</i>

**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

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*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