

Role: Maintainer (Gosport) CESSA Housing Association (CESSA HA)

Based at: Glamis Court, Stubbington & CESSAC House, Gosport

Accountable: To the Housing & Services Manager (HSM) CESSAC & CESSA HA

JOB DESCRIPTION

Preamble

CESSA HA is a Registered Provider of (social) sheltered housing for people aged over the age of 60 with a military connection and owns 196 properties across 5 sheltered schemes in the Portsmouth and Gosport areas. CESSA HA also manages 91 Greenwich Hospital Sheltered Housing (GHS) properties, situated in 3 schemes, on behalf of a Naval Crown charity, Greenwich Hospital. GHS is wholly owned by its parent charity but is generally managed *as if* it were registered also.

The Association employs two Maintainers. One to cover the 2 sheltered schemes in Gosport and Fareham. The other covers the 3 remaining schemes in Portsmouth and Southsea, as well the one GHS scheme in that area.

1. Purpose of the Maintainer (Gosport) Post

To carry out mandatory Health & Safety checks and maintenance and defect repair work in the Gosport and Fareham area to ensure that the buildings and fittings are maintained to a high standard. The Maintainer will also cover the other area when the Maintainer for Portsmouth and Southsea is either on holiday or absent.

2. Accountability & Reporting

- a. The Maintainers are accountable to the Housing & Services Manager.
- b. The Maintainers also work closely with the Scheme Manager of each of the sheltered schemes.

3. Working Hours

Basic working hours are 39 per week (Monday – Friday), normally 8.00 am to 12.00 am and 1.00 pm to 5.00 pm (4.00 pm on Friday).

4. Overtime (including Call-Out Work)

- a. When necessary, overtime will be authorised. The rate will be at time and a half on all occasions.
- b. Where available, the Maintainer will be expected to deal with any maintenance emergencies arising in the sheltered schemes outside of normal working hours – a call out fee is payable.

5. Type of Work and Qualifications

The Maintainer's day-to-day work will be a mixture of supervisory (e.g. contractors and gardeners) and hands-on tasks covering a wide variety of trades. They will be suitably qualified to carry out the role; such qualifications being either held prior to appointment or obtained in post.

6. Smoking

Smoking is not permitted in any of the Organisation's buildings or in any of its vehicles.

7. Principal Tasks - Health & Safety and Maintenance

- a. Attending to all reported defects in the defect log without undue delay and in accordance with the time frames stated. All jobs must have 'dates completed' by the maintainer in the defect log.
- b. Carrying out all relevant tasks detailed in the Annual Maintenance Programme (AMP) to a high standard of workmanship.
- c. Assisting Scheme Managers with testing fire alarms and other Health & Safety systems.
- d. Ensuring that all portable electrical equipment is tested and in date and suitably labelled.
- e. Undertaking the supervision of the external and internal redecoration programme, overseeing the work of any contract painters and coordinating with the Housing & Services Manager and the Scheme Managers.
- f. Ensuring that heating and hot water systems perform effectively.
- g. Purchasing materials, domestic machinery and equipment as required, under the authority of the Housing & Services Manager.
- h. Undertaking essential work that is outside the capabilities of both the cleaning staff and Scheme Managers.

8. Principal Tasks - General

- a. Ensuring that the Maintainer's van is kept clean, self-checked weekly and dealer-maintained in accordance with the handbook.
- b. To attend mandatory staff training, or take advantage of personal training opportunities as and when offered.

9. Secondary Tasks

- a. The Housing & Services Manager, or in their absence either the Director of Housing or Tenant Services Manager, may allocate other reasonable duties from time to time as required.

This is written - and is to be read - in the broader context of other formal instructions and guidance issued from time to time by or on behalf of the Council of CESSAC and the Committee of Management (COM) of CESSA HA. All employees are expected to be flexible in their working routines with a collective aim of providing an efficient service throughout the activities of CESSAC and CESSA HA.