

# Maintenance Worker



## Role specification

### Role Title

Maintenance Worker

### Location

Enliven Home

### Reports to

Home Manager

## Purpose of the role

To implement a preventative maintenance programme that ensures the Home and plant are well maintained and issues are brought to the attention of the Home Manager and the Property Manager in a timely fashion.

## Key Accountabilities

### Basic preventative maintenance

- Carry out maintenance tasks in line with the Home's scheduled maintenance plan.
- Check and action items on the daily maintenance list as confirmed by the Manager.
- Undertake minor room upgrades as required.
- Liaise with the Property team and the Home to coordinate equipment repairs.
- Complete minor painting and general repair work.
- Perform basic plumbing tasks such as unblocking drains and replacing washers.
- Carry out general maintenance, including but not limited to, repairing holes in walls, fixing for or replacing curtain rails and handrails, and addressing trip hazards.
- Uses preferred suppliers for procurement of services.
- Notify the Administrator of any maintenance work requested by the Village residents that should be on-charged.

### Monitor building and asset compliance

- Monitor the work of tradespeople and confirm jobs are complete to a satisfactory standard.
- Oversees building and plant servicing contracts.

- Identify and discuss with the Manager any potential maintenance issues requiring attention.
- Carry out electrical test and tag procedures in accordance with the scheduled plan.
- Check and clean wheelchairs regularly to ensure they are safe and functional.
- Notify Central Office to remove any assets from the asset register if deemed beyond repair.
- Complete daily building checks and ensure all compliance records are up to date, including (but not limited to) water temperature logs and exit door checks.
- Maintain tools and equipment by cleaning, storing and servicing them as required.
- Ensure Home vehicles have a current Warrant of Fitness (WoF), are regularly serviced and kept clean and presentable.
- Keep storage rooms, workshops and sheds tidy, safe and well-organised.

### **Commitment to Eden Philosophy**

- Eden Principles and Domains of Wellbeing are included each year in the mandatory training cycle for all staff.
- Support the creation of a Human Habitat where life revolves around close and continuing contact with plants, animals and people of all ages.
- Attends mandatory training and other relevant training on request.

### **Health, safety and wellbeing**

- Support organisational health, safety and wellbeing initiatives.
- Support a culture of wellbeing at Presbyterian Support Centre.
- Role model good health and safety practice and behaviours.
- Report all hazards, incidents, accidents and near misses.
- Support managers and the organisation in remaining compliant to health and safety legislation.

## **Core Competencies**

### **Communication**

- Expresses themselves clearly and confidently in conversations – the thoughts, information and ideas stated are easily understood by others.
- Adapts their approach to fit the situation they are in or the person they are with.
- Displays empathy and understanding consistent with the mission and values of the organisation when discussing and/or working with staff on issues and situations.

### **Taking Responsibility**

- Is reliable - does what one says one will.
- Consistently performs tasks correctly - following set procedures and protocols.
- Adjusts work style and approach to fit in with requirements.



- Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected.

### Quality and Innovation

- Constantly looks for innovative ways to achieve greater levels of efficiency, cost-effectiveness and growth.
- Provides quality service to those who rely on one's work.
- Identifies problems, determines possible solutions, and actively works to resolve the issues.
- Looks for ways to improve work processes - suggests new ideas and approaches.

## Person Specification

### Experience

- Current driver's license
- Experience in caretaking or building maintenance essential
- Experience operating ride on lawn mowers

## Te Tiriti o Waitangi

Presbyterian Support Central honours te Tiriti o Waitangi, accords value to te ao Māori (the Māori world), supports kaitiakitanga (guardianship) and is responsive to the needs of Māori.

All staff are encouraged to celebrate cultural diversity in the workplace. This is about respect, engagement, and honouring all people while at the same time acknowledging the unique role of Māori as Tangata Whenua.

