



JOB DESCRIPTION

Job Title: Maintenance Coordinator

Responsible to: Home Manager

SUMMARY OF MAIN RESPONSIBILITIES

The predominant function of the Maintenance Coordinator is the upkeep and maintenance of the Home's Site, Buildings, Mechanical and Electrical Systems and all of its general contents.

The Maintenance Coordinator shall have first level responsibility to the Home Manager in charge of the Home, particularly in ensuring the smooth operation and serviceability of all heating, lighting, plumbing and all services and non-medical equipment required for the safe and efficient operation of the Home.

The Maintenance Coordinator shall have second level responsibility to the Facilities Department for longer term tasks such as refurbishment, non-day-to-day servicing, redecoration etc.

Technical assistance is available from Quantum Care Facilities Department who have overall responsibility for the Home.

The Maintenance Coordinator duties can be split into three areas:

- I. General Responsibilities
- II. Preventative Maintenance Duties
- III. Miscellaneous Duties – repairs, breakdowns etc.

General Responsibilities

To familiarise himself/herself with the operation of the following services:

- I. Boiler Plant
- II. Electrical Distribution
- III. Heating Systems
- IV. Plumbing Systems
- V. Drainage
- VI. Kitchen Equipment
- VII. Laundry Equipment
- VIII. Fire Alarm System
- IX. Nurse Call System

- a. Familiarisation should result in enabling the Maintenance Coordinator to carry out basic fault finding and problem solving upon all the above equipment or systems.
- b. The regular inspection of the premises with particular regard to the safe and efficient operation of all heating, lighting, plumbing, gas supplies, security, specialist equipment etc.
- c. The daily documentation of all preventative maintenance breakdowns, repairs and alterations carried out within the maintenance log.
- d. Accompany and supervise all work carried out by contractors and gardeners. The Maintenance Coordinator shall also accompany the local Fire Officer upon any of his/her spot inspections. Where contractors carry out alterations, repairs or service to equipment, the Maintenance Coordinator must authorise and receive copies of official day work sheets. The copies shall be filled with the Maintenance Coordinator, all work carried out by contractors must be authorised by the Home Manager.
- e. Specification, selection and collection of materials, spares and equipment required for the day to day maintenance of the Home from approved suppliers.
- f. Liaison with the Home Manager over the monthly maintenance budget, especially with regard to the clearance of suppliers invoices for materials and work carried out, all before passing invoices for payment.
- g. Close liaison with the Home Manager concerning completion of tasks and notification of any maintenance problems which may affect the health and safety of residents or staff.
- h. Consultation with the Home Manager and the Facilities department upon any major faults which are likely to incur significant expenditure or necessitate the services of a specialist contractor.
- i. Completion and up-keep of inventories for all equipment in the home, in accordance with company policy.
- j. To assist and handle all large or heavy supplies delivered to the Home.
- k. At all times maintaining good relations with residents, staff and visitors by exercising consideration, courtesy and presenting a clean and tidy appearance.

Preventative Maintenance Duties

The following list of Preventative Maintenance Duties is not exhaustive and may be subject to site specific requirements

a. Daily Duties

- i. General inspection of premises with particular reference to: Boiler Plant
 - Lighting
 - Plumbing
 - Kitchens
 - Laundry
 - Equipment
 - Security
- ii. General interrogation of boiler plant energy maintenance panel.
- iii. Maintain water softener where applicable.
- iv. Document all daily duties within the Maintenance Log Book

N.B. A maintenance log book should be kept on each unit or other designated area, for all daily items on that specific area of charge. A general log book should be kept in the office for worksheets, certificates etc.

b. Weekly Duties

- i. Test fire alarm system within each zone including correct working of all internal fire door closers and any external door openers. Log all results within the fire log book.
- ii. Test and record the operation of emergency lighting within each area.
- iii. Sweep all paths, paved areas and clean out skip/bin area.
- iv. The Maintenance Coordinator should agree local arrangements with the Home Manager for call outs and out of hours working, as requirements vary.

c. Monthly Duties

- i. Clean all internal light fittings/diffusers.
- ii. Clean all external light fittings.
- iii. Clean all extract fan's filters
- iv. De-scale all bathroom/wet room shower heads and hoses
- v. Complete and update an Inventory of all equipment currently used and stored within the home

d. **Annual Duties**

- i. Prepare snagging list for annual inspection by Facilities Department
- ii. Supervise nominated contractor to chlorinate all water storage tanks (where installed) in accordance with the relevant code of practice. Ensure certificate is received.
- iii. The following equipment will be serviced on an annual basis by approved specialist contractors – this will be arranged by the Facilities Department.
 - Water System Chlorination
 - Kitchen Equipment
 - Laundry Equipment
 - Boiler Plant
 - Assisted Bath Aids
 - Fire Extinguishers

N.B. Upon completion of annual service contracts, the Maintenance Coordinator will ensure the contractor provides proof of service in the form of either a certificate, service report or day work sheet detailing all work undertaken. These reports/certificates shall then be filed in the Maintenance Log.

e. **Redecoration**

- i. Redecoration of corridors and lounges in each home will be carried out by contractors.
- ii. External redecoration will be carried out by contractors.
- iii. All other redecorations will be the responsibility of the Maintenance Coordinator. Bedrooms should be redecorated at the minimum rate of 2 rooms per month.