



JOB DESCRIPTION

Job Title	Maintenance Technician
Responsible to	Maintenance Manager
Responsible for	N/A
Location	South East London
Hours	Full time, 35 hours per week
Service	Maintenance

1. Organisational Context

Quo Vadis Trust (QVT) is a specialist housing charity in South East London. We provide a service to adults at risk living with mental health needs and who need support with their housing. QVT currently provides homes to approximately two hundred people in South East London. Our range of support both on and off the premises helps each individual client to maximise their independence.

2. Job Purpose

At QVT the wellbeing of our clients is of the utmost importance, which is why, as Maintenance Technician, you will play a key role in ensuring that everyone who lives in a QVT scheme has a beautiful, safe and well maintained home.

You must be multi-skilled and able to complete minor maintenance, repair and decorating tasks in a timely manner whilst ensuring all work is completed to high standard.

You must be an excellent communicator and be able to take direction from your manager whilst also being an enthusiastic and efficient self-starter.

We want you to share our passion in providing outstanding services and an exceptional maintenance service across all of our schemes for people with mental health needs.

3. Main Responsibilities

- Complete maintenance, repair and decorating jobs across all our schemes
- Communicate any problems and issues to all stakeholders
- Complete all tasks to a high standard
- Source materials at the best value for money
- Travel to recognised QVT suppliers in order to collect relevant materials and equipment
- Liaise with occupiers of designated properties in order to carry out work to the client's satisfaction
- Keep accurate records of all work undertaken
- Be willing to complete any identified training which may be required
- Complete any other tasks which might reasonably be requested by a manager



This job description is as it is presently constructed. This will be reviewed periodically and at each annual appraisal to ensure that the job description fully reflects the responsibilities of the job. It will be updated and amended in keeping with service changes and developments.

PERSON SPECIFICATION

Job Title	Maintenance Technician
Department	Maintenance

Criteria	Essential or Desirable
Knowledge & Experience	
Knowledge of Health and Safety legislation	E
Computer literate, familiar with Microsoft packages, able to input job data	E
Previous site-based experience	E
Skills/Abilities	
Demonstrable customer service experience	E
Capable when working at heights	E
Good, clear, verbal and written communication skills	E
Ability to work under pressure and to deadlines	E
Able to resolve problems efficiently	E
Able to work on own initiative and has a commitment to working as a team	E
Ability to complete tasks in a timely manner whilst ensuring work is completed to the highest possible standards	E
Physically capable of moving equipment	E
Basic Plumbing, carpentry and electrical skills	E
Able to demonstrate good time-management and organisation	E
Flexible and adaptable	E
Other relevant criteria	
Current and valid full & clean UK Driving Licence and able to drive a manual transmission Transit type van (Access to company vehicle during working hours included with this post)	E
Has Enhanced DBS clearance	E