



## JOB DESCRIPTION

<b>Job Title</b>	Maintenance Technician
<b>Responsible to</b>	Head of Maintenance
<b>Responsible for</b>	N/A
<b>Location</b>	South East London
<b>Hours</b>	Full time, 35 hours per week, fixed term contract for 6 months with possibility of extension / join permanent team
<b>Service</b>	Maintenance
<b>Salary</b>	Competitive

### 1. Organisational Context

Quo Vadis Trust (QVT) is a specialist housing charity (number 1116196) 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 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

<b>Job Title</b>	Maintenance Technician
<b>Department</b>	Maintenance

Criteria	Essential or Desirable
<b>Knowledge &amp; Experience</b>	
Knowledge of Health and Safety legislation	E
Computer literate, familiar with Microsoft packages, able to input job data	E
Previous site-based experience	E
<b>Skills/Abilities</b>	
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
<b>Other relevant criteria</b>	
Current and valid full & clean UK Driving Licence and access to own vehicle during working hours	E
Has Enhanced DBS clearance (we will arrange)	E