

## JOB DESCRIPTION

<b>Job Title</b>	Facilities and Maintenance Manager
<b>Responsible to</b>	Support Services Director
<b>Working relationships</b>	Support Services Executive Staff Maintenance Supervisor Health & Safety Manager Project Managers Trustees and standing committee members External bodies as the work requires Contractors Service Providers and Specialist consultants
<b>Job purpose</b>	<ul style="list-style-type: none"><li>• To provide overall management of the maintenance and housekeeping teams at the 3 permanent and leasehold sites of the West of YMCA Trinity Group and support other YMCA shared sites as appropriate</li><li>• To plan, initiate and support refurbishment, replacement or building projects carried out any of the YMCA permanent sites</li><li>• To coordinate and work in conjunction with the Health &amp; Safety Manager, to achieve comprehensive property and asset management</li><li>• To ensure all Maintenance staff have an understanding of the YMCA Mission and how it relates to their work</li></ul>
<b>Main tasks</b>	<ul style="list-style-type: none"><li>• To carry out day to day line management of Maintenance Supervisor and overall direction of the maintenance and cleaning teams</li><li>• To conduct regular supervision and appraisals of Maintenance Supervisor</li><li>• To liaise with and advise Project Managers over maintenance issues</li><li>• To lead in conjunction with the Health &amp; Safety Manager on the Health &amp; Safety of YMCA Trinity Group especially</li></ul>

as applicable to maintenance and housekeeping staff

- To carry out inspections on the properties of YMCA Trinity Group in conjunction with the Maintenance Supervisor and recommend work to be carried out
- Ensure the skills of the maintenance team are allied to the variety of work associated with the building and construction industry
- Planning and implementation of Cyclical and other Maintenance Programmes or projects setting specification and indicative costing
- Assist with the production of the association's maintenance reports and other information processes as required
- Ensuring all such programmes or projects are carried out to timescale, standard and cost by acting as CDM on behalf of the YMCA
- To make recommendations to the Executive team on such programmes or projects in line with YMCA strategic aims
- To coordinate the stock and quality control of maintenance materials, equipment, and supplies for all YMCA sites
- To maintain and update the Associations approved list of contractors and suppliers, in conjunction with the Support Services Director

To be responsible for and participate in the call out rota and making sure that this covered at all times

- To enable service users to participate in the design, delivery and continuing development of YMCA Trinity Group
- To participate in regular Work Reviews and attend team and management meetings

## **Other Tasks**

- To carry out other tasks within the post holders capabilities as directed by your line manager
- A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults
- To engage young people to participate in the design, delivery and continuing development of the project; enhancing their sense of community ownership, pride and understanding of their local environment
- To support YMCA to implement quality and continuous improvement through the implementation of a quality assurance system
- Undertake core and relevant training to enhance personal and professional development
- To work within YMCA policies and procedures, with particular regard to health and safety, equal opportunities, diversity, protection from abuse, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- Supportive of the Christian Aims & Purposes of the YMCA

## PERSON SPECIFICATION

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
A good general education	•	
An excellent understanding of the issues surrounding client confidentiality and how this applies in a residential setting		•
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
NVQ Level 3 and above in Team Leadership, or Management/Project Management	•	
NEBOSH qualification and knowledge of Health and Safety including COSSH and other relevant statutory requirements		•
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of Management and co-ordination of a maintenance or facilities team	•	
Basic IT user experience	•	
Building trades qualification or considerable building care experience		•
<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Able to travel independently between locations with a clean full driving licence	•	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Be able to work on own initiative and under pressure	•	
Be absolutely reliable	•	