

Job Description

Maintenance Assistant

Reporting Lines: You report directly to the Maintenance Manager.

You have no Line Management responsibilities; however, you are to provide a supervisory role to the Painter and Decorator in the absence of the Maintenance Manager.

Overall Objective: To ensure that the resort is maintained to a good standard throughout including hotel and timeshare accommodation. Introduce cost effective ways to enhance and protect the whole estate with a pro-active approach to buildings maintenance.

Key Responsibilities:

- To carry out day to day maintenance and repairs on the Resort as required, and as generated by the Maintenance Log held in Reception
- To undertake and complete all types of urgent and minor response maintenance requirements both inside and outside buildings on the Resort
- To undertake all types of planned preventative maintenance both inside and outside buildings on the Resort
- Perform all duties as required within the confines of the business to maximise the profitability to the business
- During absences of the Maintenance Manager you will be on-call in case of emergencies out of hours and ensure all breakdowns and damage are attended to speedily
- Any other duties consistent with the post, and commensurate with the skills and competency of the post

Key Tasks:

- Maintain a safe and secure working environment for all
- To undergo training as required
- Maintain good levels of communication with external building maintenance suppliers
- Be proactive about identifying service and repair requirements to the Maintenance Manager for future planning, assisting with the preparation of Maintenance and Improvement Plans for the Resort

Job Description

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- Conduct weekly fire alarm testing
- Conduct monthly emergency lighting testing
- Undergo maintenance and repairs to boilers, structural, mechanical and electrical systems, fire alarm systems, door lock systems, and heating, ventilation and air conditioning systems
- To make immediate decisions about repair requirements and consult with the Maintenance Manager when it becomes necessary to utilise external specialist contractors
- Coordinate external building maintenance requirements needing grounds maintenance assistance

With the Grounds Manager

- Undergo maintenance and repairs to timeshare accommodation appliances including ovens, refrigerators, microwaves, dishwashers, and washing machines
- Recommend the purchase of goods and equipment
- The use and operation of a range of tools and equipment associated with the above
- To ensure that all duties and performance standards comply with current Health & Safety Procedures and Standards of Work
- Adjust tasks to meet staff capabilities
- Perform all duties as required within the confines of the business

PLEASE NOTE that this job description is not exhaustive, and you may be required to carry out other reasonable duties as required

