



JOB DESCRIPTION AND GUIDE

Department: Maintenance

Job Title: Maintenance Technician

Accountable to: Building Quality Manager

Duties and Responsibilities

1. To carry out repairs and maintenance as required to the Association's housing stock to a high standard.
2. To have an understanding of Health & Safety Legislation in respect of the building industry
3. To Feedback information regarding completion of jobs to the Maintenance Department.
4. To ensure the Association's job completion times are adhered to.
5. To undertake any training considered relevant to the performance of the duties of this post and in the Furtherance of the Association's objectives.
6. Pre-inspect work to be carried out, and on occasion to post-inspect sub-contractors work and report back.
7. To Feedback any information on any potential Future maintenance requirements.
8. On occasion undertake external grounds maintenance and window cleaning at the associations properties if needed.
9. To be willing to be part of the out of hours on call system.



10. Any other duties to reflect the changing workloads and priorities within the department.
11. Return completed job sheets with the required information.
12. **Communicate well with both the house staff and the tenants.**
13. **Conduct themselves in a professional manner when dealing with colleagues, clients and public.**
14. **Trade experience is preferred but not essential.**