

Annex A

Ramsey & Northern Districts Housing Committee

Sheltered Housing Authority

Job Description for the Post of:

Job Title: **Caretaker / Maintenance Worker**

Responsible to: **The Committee and the Clerk to RNDHC**

Based at: **Kerroo Glass, Lezayre Housing Estate, Ramsey IM8 2NL but duties may occasionally involve providing some emergency / sickness / holiday cover at other complexes within the town of Ramsey, by arrangement.**

DUTIES:

- 1) To always be available for working a full day from 8.00 a.m. – 4.30 p.m. Monday to Thursday and from 8.00 a.m. – 4.00 p.m. on Friday and one hour is allowed for lunch break on such days.
- 2) The post holder will be responsible for arranging the various aspects of the job within the hours allocated so as to make the best and most effective use of the time available.
- 3) Summary of Caretaker / Maintenance Worker's duties
 - a) To liaise with the duty Warden to identify day to day tasks needing attention.
 - b) To clean and polish all corridors, communal areas, landings and stairs as appropriate; to keep clean all surfaces including windows and window frames in areas not covered by contract cleaning services which may be provided by others from time to time and to ensure the overall general cleanliness of the buildings.
 - c) To be responsible for maintenance of the garden areas in such a way so as to 'dove tail' with the general, more intensive gardening duties carried out by contract gardeners employed by the Authority and liaising with the Warden /s of the complex /es in this connection.
 - d) To carry out general maintenance of the fabric of the building (this may apply to communal areas and individual flats) where such works do not require the services of a Registered Tradesman and to 'dove tail' any tasks with work carried out by others. Such tasks might include painting and decorating of flats in between tenancies; preparation and painting of woodwork, both internal and external; cleaning of carpets using cleaning equipment owned by the Authority; power hosing external paths and fabric etc..., whilst working within the recognised parameters of appropriate Health & Safety Regulations.
 - e) To assist or advise Contractors carrying out work on the properties on the various systems and general fabric of the buildings as appropriate.

- f) To check fuel levels and report requirement for ordering and keep the necessary logs and records (as appropriate); carry out routine checks on Central Heating read outs and report any faults accordingly. To keep the Boiler house clean and tidy.
- g) In due course, when the appropriate training has been provided and undertaken, to carry out regular routine checks on domestic water systems for Legionella Prevention & Water Treatment and to read and record the results of the periodic testing and report any issues in this connection promptly.
- h) To open doors to communal areas and / or accommodation blocks and lock up each evening, as appropriate; to ensure lights are working properly in internal communal areas, stairways and also in the external garden and car park area and replace faulty lamps or report as necessary.
- i) Carry out regular routine checks on Fire Alarm systems and test the systems, liaising with the Emergency Services, residents and other staff as necessary.
- j) To carry out weekly flushing on properties that are void and ensuring that weekly flushing sheets are completed and filed in the appropriate manner.
- k) Empty and wash waste bins and keep communal refuse collection area clean, tidy and ready for collection of refuse by Local Authority.
- l) To undertake any minor maintenance / cleaning tasks which may be required to ensure the smooth day to day running of the complex; to report any major defects to the Clerk and to liaise with the Clerk in all appropriate matters.
- m) To monitor cleaning materials stock levels and place orders of same.
- n) To take reasonable care for the Health and Safety of themselves and other persons who may be affected by their actions or omissions at work.
- o) To set a high personal standard of conduct and attitude to work.
- p) To act in tandem with the Warden's duties as appropriate in the day to day smooth running of the complex including preparing and organising of social activities for the tenants and encouraging the development of a community spirit within the scheme.
- q) To be helpful to tenants and to respect their rights.
- r) Other duties of a similar nature connected with the running of the scheme as may be required from time to time by the Ramsey & Northern Districts Housing Committee

Notes:

The Post Holder must not handle a tenant's financial affairs or accept any gift, favour or hospitality that might be interpreted now or in the future as an attempt to gain preferential consideration.

The Post holder must not undertake work of a private nature (e.g. repairs; painting decorating etc...) for a Tenant unless previously agreed by the Authority; subject to a private arrangement direct with the Tenant and such work to be undertaken outside of normal working hours.

Should the Post Holder need to gain access to tenants' accommodation in their absence they should do so accompanied by another person.

The Post holder should be willing to undertake further training from time to time in order to keep up to date with current policies and procedures relevant to the post and the operation of Sheltered Housing.