



South Tyneside Council

Business, Employment and Skills Service

JOB DESCRIPTION

POST TITLE: Caretaker / Maintenance Officer

GRADE: Band 4

RESPONSIBLE TO: Business Investment Manager

RESPONSIBLE FOR: N/A

Overall Objectives of the Post:

To make a significant contribution to the maintenance and improvement to the equipment, buildings and estate at the Council's managed workspace premises

Key Tasks of the Post:

1. To keep the sites and buildings clean and tidy, liaising with contractors and management to enable where necessary
2. Preparation of the facilities and meeting rooms for use by internal and external clients
3. Maintain safe and secure systems, buildings and equipment, identifying any hazards, defects, failures or issues and making good or reporting to management
4. To maintain records of inspections, faults and remedial actions in line with health and safety, logging and reporting issues to management including but not limited to:
 - Weekly boiler and plant room inspections
 - Routine site inspections
 - Fire alarm operation and testing
5. Input to and implementation of monthly maintenance plans
6. Liaise with and supervise maintenance contractors on site, reporting any concerns to management where necessary
7. Carry out minor repairs and maintenance when required, including but not limited to:
 - Changing light bulbs
 - Unblocking of sinks and drains
 - External bin refuse disposal
 - Furniture removal and repositioning
 - Redecoration of tenant units and centres as required
 - Implementation of snow and ice plans including the clearing and salting of identified areas

N.B. minor repairs are defined as those that a competent handyperson would be capable of carrying out

8. To liaise with licensees and report any issues to management where necessary

9. Play a role in proactively maintaining a safe and healthy working environment for all staff, customers and visitors to site

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.