



Maintenance Manager

Job Description

Title	Maintenance Manager
Employer	Lake District Calvert Trust
Reporting to	Property Manager
Salary scale	£22,000 - £24,000 per annum
Location	Little Crosthwaite, Keswick, Cumbria CA12 4QD
Working Hours	Full time - 40 hours per week. Occasional weekend and evening work will be required.

Overview of Post

The Lake District Calvert Trust provides challenging outdoor activities for people with disabilities from our three specialist operating centres. Calvert Lakes is a 60-bed residential centre providing residential educational courses and short breaks for children and families. Calvert Reconnections is a unique residential neuro-rehabilitation service. Calvert Stables provides riding and trap driving activities to support our residential programmes as well as community activities.

Accountable directly to the Property Manager, the Maintenance Manager is responsible for the day-to-day maintenance of all the Trusts property and facilities and line management of the Maintenance Team. The successful applicant will have a high level of flexibility, motivation, enthusiasm and dedication, with good interpersonal skills. They will have the experience and skills needed to manage a small team and work to deadlines to ensure the Trust's property and associated facilities are maintained to a high standard.

They will have responsibility for the general maintenance and upkeep of the Centre properties, grounds and hydrotherapy pool. Essential training in specialist facilities, such as maintaining our hydrotherapy pool, will be provided.

Key Responsibilities

This job description is not intended to be a full list of duties but to give a guide to the key areas of work.

1. Provide leadership of the Maintenance Team at all Lake District Calvert Trust sites. This includes carrying out appraisals as required.
2. Oversee maintenance team staff rotas to ensure maintenance cover is in place as required at each site - including weekends as required.
3. Overseeing operational checks and procedures required under health and safety requirements including, but not limited to, fire safety, legionella controls, gas safety, LOLER inspections, asbestos registers, certificate to work systems and managing contractor requirements. Ensure that compliance with legal requirements are met.
4. Undertake minor repairs and carry out routine maintenance work on the Trust's properties and grounds. Ensure facilities are maintained to a high standard.
5. Responsible to ensure maintenance work and repairs are completed on time with any issues reported as required via correct reporting channels.
6. Day-to-day responsibility to monitor and maintain our hydrotherapy pool to ensure its correct operating condition.
7. Undertake essential safety checks and monitor the condition of buildings, plant equipment, grounds and vehicles. Repairing and reporting faults/defects as necessary.
8. Liaising with external contractors with respect to technical repairs and ensuring they are completed in a safe manner as per the Trust's policies and procedures.
9. Monitor and maintain our stock of maintenance consumables, equipment and tools.
10. Assisting the Property Manager with the management of the maintenance budgets.
11. Act as a 'Fire Warden' for all sites and carry out safety checks of the fire alarm system.
12. Work closely with the senior housekeeping and catering staff, supporting them where necessary to carry out their cleaning duties and catering provision.
13. Comply with the Trust's Health and Safety policies and procedures and ensure that relevant legislation is followed.
14. Complete relevant qualifications and training required to comply with health and safety legislation or best practice.

Other Responsibilities & Duties

1. At all times to represent the Lake District Calvert Trust in a professional manner.
2. Assist other teams and departments as required in order to ensure the effective operation of the Trust.
3. Undertake any other reasonable duties as requested by the Centre Director, Property Manager Calvert Lakes Centre Manager or Reconnections Head of Service.

Person Specification

Requirements	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Experience managing a small team. • Experience in a range of relevant trades and maintenance skills. • Experience of using cleaning chemicals and mechanical tools. • Driving licence. 	<ul style="list-style-type: none"> • Qualifications in a range of relevant trades and skills. • Experience maintaining property, facilities, grounds or equipment. • A pool plant operator's qualification. • Driving licence with D1 minibus entitlement.
Key skills and competencies	<ul style="list-style-type: none"> • Commitment to accuracy and attention to detail. • Good standard of IT including Microsoft Office • Ability to plan, balance and manage competing priorities. 	<ul style="list-style-type: none"> • An understanding of the issues faced by people with disabilities.
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated, reliable, efficient, organised and able to work well unsupervised. • A creative and proactive approach to all areas of work with a 'can do' attitude. • Strong team working focus with a flexible and adaptable approach to meet demands across the whole organisation. 	
Other	<ul style="list-style-type: none"> • Ability to work occasional evenings/weekends. 	<ul style="list-style-type: none"> • Good written English skills.

Conditions of Service

This role requires considerable flexibility, enthusiasm and dedication. Being a 24/7 organisation this job will involve some irregular hours as well as some weekend and evening work in order to ensure facilities are available to our visitors. Commitment and an appropriate work ethos are essential to ensure certain functions are completed within defined timescales for the smooth operation of the organisation.

It is a requirement of employment with the Trust that you have had both doses of an approved Covid vaccine as our Calvert Reconnections service is a CQC regulated residential care home.

Contract: This position is permanent after the successful completion of a 6-month probationary period.

Hours: 40 hours per week with some weekend work and evening sessions. Flexible hours within the 40 hour per week by agreement.

Holidays: 28 days per annum, including Bank Holidays. An additional day's annual leave is accrued for each year's service up to a maximum of five additional days. Up to 10 days are required to be taken over the Christmas closedown period.

Pension: The Trust operates an occupational pension scheme with defined contributions, the National Employment Savings Trust (NEST) and for eligible and non-eligible jobholders enrolled in the scheme both the employer and the employee will make a

contribution. Eligible jobholders, as defined by the legislation, will be automatically enrolled into NEST, unless you decide to opt-out.