

Maintenance Assistant

Department of Infrastructure

What will you do?

Shared Services supports the Department of Health and Social Care, Department of Education, Sport and Culture, Government Properties and Social Housing across the whole island to maintain and improve the property portfolio.

Our objective is to provide a quality, responsive and committed service to ensure that the properties and equipment are safe and effective for the services provided. The post will cover premises and grounds across the whole of the Government portfolio.

You will undertake unsupervised routine maintenance and minor work that does not require the skills of a fully qualified tradesperson.

You will respond to departmental and customer needs and identify and resolve specific work activities in the most efficient time. Duties may include routine maintenance work, erection and dismantling of plant and equipment, cleaning buildings and assisting other staff and trade persons in their work.

You will be expected to work with minimal supervision and accept responsibility for the direction of the work assigned to you.

All duties must be carried out as directed by Supervisors/Foremen and in compliance with the Health and Safety at Work Act 1974 and all other legal requirements such as Codes of Practice.

What does that involve?

- Routine maintenance and minor work that does not require the skills of a fully qualified trades person
- Patrol and attendance activities to vacant properties
- Adherence to policies, guidelines, information and instruction provided by the Department's Supervisor/Foreman
- Use powered hand tools, therefore attend training as required
- Carry out and assist trade persons as required including a wide range of tasks within Building, Joinery, Electrical, Plumbing and Mechanical disciplines. Planned preventative maintenance items such as Emergency Light testing, Thermostatic Mixing Valve testing and AHU filter cleaning and changing may be required as well as providing assistance to tradesmen carrying out isolations, installations and Test/Inspections.
- Items such as gutter / drain clearing, small repairs and other maintenance and installation tasks to the building fabric and equipment.
- Perform routine work such as collection and deliveries of furniture and materials / equipment.

- Undertake shared responsibility for the safety of the public from any potential risk of injury or harm from work activities carried out
- Responsible for the safe keeping of significant resources; this includes vehicles and plant and equipment as well as the storage and safe keeping of equipment which has the potential to cause harm to or by others
- Responsible for planning and setting out work assigned to them to avoid any inconvenience to the public and other staff around site
- Assume responsibility for action required when undertaking non-planned work in inclement weather conditions and act accordingly
- Carry out general repairs and maintain buildings such as repairs to doors, windows and building fabric.

Initiative and Independence

- You will perform a sequence of tasks/operations as instructed and within Departmental procedures or operating methods, but with the expectation of initiative and independent action
- You will respond and report to a senior to deal with unforeseen problems and circumstances

Mental and Physical Effort

- This post requires working with normal mental effort with short periods of concentrated mental effort in day to day operating. This may include working in conjunction with the Public and/or traffic as well as at height or in confined spaces
- This post requires working with substantial physical effort with short periods of intense physical effort as well as normal physical effort regularly in awkward postures. Examples of such tasks may include equipment and materials deliveries, and office moves and clearances

Working Conditions

- Most working has the potential for an unfavourable or unpleasant working environment depending on seasonal conditions, including exposure to very disagreeable elements. There is also the potential for favourable conditions
- Examples of unfavourable or unpleasant environments include working in conditions with rain, sleet, snow in winter and hot, dry weather in summer months
- Other environments that may be encountered include dust, noise, heights and confined spaces, unpleasant smells

Housekeeping

- Ensure all plant and equipment is kept in a good condition reporting any defects found prior to use
- Liaise with building managers, trade representatives as required
- Ensure safety checks and inspection are carried out as defined in accordance with manufacturers instruction and Department Health and Safety Policy and ensure the Division's recycling policy is acted upon

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
5 GCSEs at Grade C (4) or above, or equivalent	D	CV
Asbestos Awareness Qualification/Training	D	CV
Risk Assessment Qualification/Training	D	CV
Confined space Qualification/Training	D	CV
Significant relevant experience in construction or facility maintenance	D	CV
Knowledge of Health and Safety plant and equipment	E	CV/Interview
The duty to adhere to Risk Assessments for related works and in relation to relevant Health & Safety Legislation and best practice guidelines	E	CV/Interview
Has open conversations	E	Interview
Addresses the issues	E	Interview
Builds supportive relationships	E	Interview
Is professional and credible	E	Interview
Capability		
The aptitude and ability to solve problems	E	CV/Interview
Have the ability to make decisions and be prepared to act on own initiative	E	CV/Interview
Demonstrate high standards of work	E	CV/Interview
Clear and fluent in oral and written correspondence	D	CV/Interview
Future focused	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
Character		
Good observation skills	E	CV/Interview
High levels of self-motivation	E	CV/Interview
Ability to work as part of a team or independently	E	CV/Interview
Ability to deal with people at a variety of levels	E	CV/Interview
Trusts and is trusted	E	Interview
Has positive energy and drive	E	Interview
Inspires, motivates and empowers	E	Interview
Other requirements		
Isle of Man Worker	D	Application
Full, valid driving licence	E	Pre-employment checks