



Maintenance Supervisor Job Description

Title	Maintenance Supervisor
Employer	Lake District Calvert Trust
Reporting to	Property Manager
Salary scale	£25500.00 - £27500.00 per annum
Location	Little Crosthwaite, Keswick, Cumbria CA12 4QD
Working Hours	Full time (37.5 hours per week) Full-time, including some weekend and evening work when required

WHAT WE DO:

The Lake District Calvert Trust is a charity that challenges disability through outdoor adventure. We provide fun-filled outdoor adventure for all, with our adapted equipment and specialist knowledge, offering an experience like no other to people with disabilities, their friends and family. We support around 4,000 disabled visitors each year to stay at Calvert Lakes, our 60-bed residential centre or accessible self-catering apartment.

We are a small team who are passionate about people achieving their potential using the challenge of adventurous activities in the countryside in order them to develop, change perception and make positive and lasting changes to their lives.

Our vision and values are people focused, it is important that we focus on our people and continue to make Calvert Lakes an amazing place to work.

ABOUT THE ROLE

Our Maintenance Supervisor is an integral position within the Shared Services team, reporting to the Property Manager, leading a small maintenance team, you will be responsible for the general maintenance and upkeep of the Trust's properties, grounds and hydrotherapy pool alongside basic maintenance checks, repairs, mandatory compliance, and service requirements are met across the Trust.

This is a busy role, and you will require a high level of flexibility, motivation and excellent communication skills. You will have experience and skills to manage a small team and working to deadlines, ensuring the Trust's property and associated facilities are maintained to a high standard. If you want to be an essential part of the team that makes a real difference in people's lives, we would like to hear from you.

These are the values that drive us:

- Flexible** - we **adapt** and **innovate**
- Ambitious** - we **stretch** ourselves and others
- Inspiring** - we **encourage** and **stimulate**
- Sensitive** - we **understand** and **empathise**
- Imaginative** - we see **beyond** the **obvious**

Key Accountabilities.

- Provide leadership of the Maintenance Team at all Lake District Calvert Trust sites. This includes carrying out one to ones as required.
- Oversee maintenance team staff rotas to ensure maintenance cover is in place as required at each site - including weekends if required.
- 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.
- Undertake minor repairs and carry out routine maintenance work on the Trust's properties and grounds. Ensure facilities are maintained to a high standard.
- Responsible to ensure maintenance work and repairs are completed on time with any issues reported as required via correct reporting channels.
- Day-to-day responsibility to monitor and maintain our hydrotherapy pool to ensure its correct operating condition.
- Undertake essential safety checks and monitor the condition of buildings, plant equipment, grounds and vehicles. Repairing and reporting faults/defects as necessary.
- 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.
- Monitor and maintain our stock of maintenance consumables, equipment and tools.
- Assisting the Property Manager with the management of the maintenance budgets.
- Act as a 'Fire Warden' for all sites and carry out safety checks of the fire alarm system.
- Comply with the Trust's Health and Safety policies and procedures and ensure that relevant legislation is followed.
- Complete relevant qualifications and training required to comply with health and safety legislation or best practice.

Health, Safety and Environment

- Act responsibly in relation to all matters which may affect the Health and Safety of yourself and travelling between sites, and to always adhere to safety regulations
- Observe all safety procedures and instructions, and assist in maintaining a safe workplace and reporting any accidents, hazards, near misses, damages or defects to tools and equipment to the appropriate person
- Wear appropriate protective equipment (PPE) and use any safety devices provided by the Trust at the relevant times
- Report (and deal with, where relevant) any safety hazards, defects, near-misses or health and safety problems immediately

Data Protection and Confidentiality

All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the Data Protection Act 1998 are applied to guests/participants, clients, staff, volunteers and the Trust's business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder. All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and Trust's policies and procedures.

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. 	
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. 	<ul style="list-style-type: none"> • An understanding of the issues faced by people with disabilities.
Other	<ul style="list-style-type: none"> • Ability to work some 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.

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

Hours: 37.5 hours per week with some weekend work and evening sessions. Flexible hours within the 37.5 hour per week by agreement.

Holidays: 33 days per annum, including Bank Holidays.

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.