

JOB DESCRIPTION

COMMUNITY MAINTENANCE OFFICER

JOB TITLE: Community Maintenance Officer

RESPONSIBLE TO: Community Centre Manager

JOB PURPOSE

To ensure that all buildings, facilities and grounds are safe, functional and well maintained, supporting effective delivery of services.

MAIN RESPONSIBILITIES AND TASKS

- Carry out inspections of the community centre and associated properties.
- Undertake routine maintenance, repairs and outdoor upkeep including grounds maintenance.
- Regular inspection and maintenance of Burges Road.
- Coordinate specialist contractors for electrical, gas, plumbing and other works.
- Maintain an up-to-date maintenance log and report issues promptly.
- Support capital projects and improvements.
- Respond flexibly to emergencies and urgent repairs.
- Support Health & Safety compliance, including actions from audits and risk assessments.

GENERAL RESPONSIBILITIES

- Comply with all Health & Safety policies and procedures.
- Adhere to the organisation's Safeguarding Policy at all times.
- Ensure compliance with:
 - Equality Act 2010 (Equality, Diversity and Inclusion)
 - GDPR and Data Protection legislation
 - Safeguarding legislation and Prevent duty
 - Charity Commission and relevant regulatory requirements
- Maintain confidentiality and act with integrity.
- Undertake training as required