



DAUGHTERS OF CHARITY

DISABILITY SUPPORT SERVICES

JOB DESCRIPTION

JOB TITLE:	MAINTENANCE, TRANSPORT AND GROUNDS CARETAKER
RESPONSIBLE TO:	DIRECTLY RELEVANT CENTRE MANAGERS & TECHNICALLY TO MAINTENANCE MANAGER & DIRECTOR OF LOGISTICS
LIAISES WITH:	DIRECTOR OF LOGISTICS
EMPLOYING AUTHORITY:	DAUGHTERS OF CHARITY DISABILITY SUPPORT SERVICES

ROLE

The maintenance, transport and grounds is responsibility for the effective management of the maintenance function initially within St. Louise's Centre, Glenmaroon and St Joseph's Centre Clonsilla however, locations may be expanded as part of this brief subject to service needs.

DUTIES AND RESPONSIBILITIES

1. Carrying out general Maintenance & Repair works, portering, driving and grounds maintenance
2. Assisting the Service Manager in preparing the annual maintenance priority lists. Coordinate all annual servicing of building systems and ensure they are carried out in accordance with legislation and preventative maintenance schedule.
3. Health and Safety:
 - a. Carry out and coordinate where necessary maintenance, repairs, grounds maintenance works in accordance with the health and safety act.
 - b. Comply & implement safety plans, method statements and hot work permits where necessary for works carried out by maintenance team.
 - c. Facilitate external contractors as required under health and safety legislation.
 - d. Ensure all maintenance equipment is maintained and operated in accordance with health and safety legislation.
 - e. Assist in the Preparation and update specific safety statement for the maintenance section.
 - f. Attendance and participation at Health and Safety meeting
4. Carry out & Coordinate the maintenance and repairs of relevant areas to include:
 - a. Conducting annual inspections of all areas
 - b. Carry out and Co-ordinate regular and emergency repairs to buildings

- c. Facilitate Maintenance of fire protection systems and equipment
 - d. Facilitate maintenance and repairs to boilers, heating and ventilation systems etc.
 - e. Facilitate maintenance and repairs to appliances including refrigerators, washing machines, cookers etc.
 - f. Ensuring all repairs as requisitioned by the various areas.
 - g. Coordinate & Facilitation of external contractors and inspection of works on completion.
 - h. Carrying out and coordinating building repairs, carpentry and painting etc. by yourself & maintenance staff where possible and supervision of same.
3. Grounds maintenance:
- a. Carrying out Garden Maintenance tasks where necessary
 - b. Where equipment is reported as faulty ensuring it is repaired as quickly as possible.
 - c. Ensuring that the grounds and gardens in all areas are well maintained.
4. Transport:
- a. Driving duties as necessary
 - b. Planning and co-ordinating transport in consultation with the other drivers.
 - c. Ensuring vehicles have a high standard of cleanliness and that they are regularly maintained and serviced to ensure good road worthiness.
 - d. Assist in ensuring that all vehicles are taxed, insured and NCT tested.
 - e. Assist in the maintenance coordination of vehicle wheelchair hoists, wheelchair fixing positions and restraints are installed, maintained and operated in a safe manner.
5. Assisting with the planning, organising and undertaking of fire drills and evacuation programmes.
6. Assisting in the effective control & procurement of maintenance stocks and controlling the requisitions of maintenance supplies and issuing of same to maintenance staff.
7. Providing and on call for all areas of responsibility outside of working hours.
8. Liaising on a regular basis with the relevant Service Manager, Maintenance Manager Dublin and the Director of Logistics.
9. Ensuring where accidents or incidents occur that correct procedures are followed.
10. Facilitating through effective planning that annual leave within the maintenance area is structured to avoid locum cover being required.
11. Assist with new employees in your area to ensure they are orientated into their positions and that they are made fully aware of their role and what is expected of them. Assist Manager to monitor their performance within agreed standards. Monitoring absence within work area and ensure issues are dealt with within agreed procedures.
12. Where necessary ensure correct procedures are followed in respect of grievance or disciplinary matters.
13. Assisting with the service performance review process within the maintenance and transport area.

14. Ensure each person with an intellectual disability is treated with the utmost respect and dignity at all times.
15. Maintain a high standard of work performance, attendance, appearance and punctuality.
16. Being aware of emergency procedures and ensure the health and safety statement is fully adhered to.
17. Ensure the highest standards of confidentiality are maintained at all times.
18. Building and maintaining good working relationships with colleagues.
19. Any other duties as may be required from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Disability Support Service.