



# Multi Skilled Maintenance Operative

<b>Department</b>	Operations	
<b>Job Title</b>	Multi Skilled Maintenance Operative	
<b>Salary</b>	Competitive, dependent on experience.	
<b>Contract type</b>	Full Time/ Part Time	
<b>Hours</b>	40 hours / 20 hours per week The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends, and additional hours as necessary	
<b>Responsible for</b>	N/A	
<b>Responsible to</b>	Maintenance Manager	
<b>Locations</b>	Gillingham FC ME7 4DD	Beechings Cross Training Ground ME7 2UB
<b>Regular working hours</b>	Office hours are Monday to Friday 9am – 5pm. The post holder is to expect regular weekends & unsocial hours as part of an irregular working pattern.  Annual leave is strictly restricted within key days.	

## Purpose of the post

Gillingham Football Club is looking for a reliable, experienced Multi Skilled Maintenance Operative to work across both our stadium and training ground site under the supervision of our Maintenance Supervisor.

In this vital role, as part of our Maintenance team, you will contribute to the smooth running of the stadium and training ground on a day-to-day basis by carrying out a wide range of caretaking duties; grounds & building maintenance; site security and supervision; and driving of company vehicles. The role will involve undertaking planned and reactive and pre-planned maintenance repairs as required, health and safety checks, security, utilities, and compliance checks.

Our ideal candidate will have previous experience working in a maintenance role, with relevant qualifications, training or experience covering a range of skilled labour, First Aid, Health and Safety, and Safeguarding.

## **Job Description**

### Maintenance:

- Undertake wide range of general building works such as fencing, minor brickwork and block laying, drainage, pointing, concreting, tarmacking, path work and plaster patching.
- Undertake a wide range of minor repair and maintenance tasks such as redecoration and glazing, joinery repairs to existing timber doors and frames, fitting weather board and strips, changing fluorescent tubes and light fittings, general tidying of garden areas.
- Undertake general plumbing work including exchange shower fittings, fixing leaks, re-washer taps, attend to overflows, repairs to roofs and rainwater equipment and unblocking drains and gutters.
- Carry out general maintenance and repairs at all sites within the individual capabilities.
- To undertake all in-house painting and decorating, including facilities and stadium.
- Checking and repair of lighting, toilets and seats on a regular basis.
- Preparation of the facilities for home matches.
- On duty at all home games and other events.
- Assist with media and commercial advertising board requirements.
- Ensure that all facilities are maintained to a high standard.
- Liaise with external contractors visiting sites.
- Identification of trends of any issues and corrective action to stem that trend.
- Establish and maintain an ongoing and improvement of facilities log.
- Continually look for areas for improvement and cost reductions.

### Health & Safety:

- Ensure that all fixtures and fittings comply with Health and Safety regulations and Safety at Sports Ground recommendations.
- Liaise and report to the Operations Manager and Safety Officer on any defects concerning Health and Safety at either site or general maintenance.
- Ensure sub-contractors' compliance with safe systems of work, risk assessments, method statements whilst undertaking work on site.
- Be conversant with current Health & Safety legislation with relevance to safe working practices.
- Fire alarm testing.
- Maintain any tools and equipment in good condition and keep safe.
- Act as the Club Liaison Officer with the "Emergency Services" in the event of an unforeseen incident, ensuring that the Operations Manager is kept fully informed of any developments.
- Liaise with the Operations Manager on any new legislation and safety related advice affecting the Club and arrange for implementation.
- Respond to any defects reported and to make sure that they have been rectified.

- Check all communication systems are functioning correctly and action taken to rectify, and faults found.
- Daily Checks by means of a physical inspection of the ground/ facilities that there are no hazards to staff or members of the public.
- That all ingress and egress routes within the training ground are clear of obstructions and that the surface does not present a hazard to Staff /Public.
- Ensure that the following equipment/systems are tested and, where necessary, faults rectified:  
temporary lighting: fire panel and smoke heads are checked on a weekly basis;  
firefighting equipment; any equipment provided by the Club for use by the Emergency Services (to be tested in liaison with the relevant service).

#### Records:

- Ensure the maintenance of records of all safety tests and/or inspections as required by the football club.
- All records shall be kept at the Club's premises and be available for inspection by any duly authorised person.

#### General Caretaking Duties:

- Managing the site when being used by third parties e.g., Contractors, Events, etc.
- Cover rest breaks for security.
- Remove waste from public areas, spot clean and keep tidy.
- Deliver wheelie bins to pitch side on match day and remove post-match and empty.
- Cleaning of main external bins.
- Emptying Wheelie bins from all areas including pitch side.
- Cleaning and keeping car park tidy, driveways, grass verge areas including main entrance.
- Removal of all rubbish from pitch areas.
- Cleaning of all external signage around complex.

#### Other Duties:

- Problem solving problem detection and repairing faults using a logical approach.
- Replacing lamps and fittings as required.
- Upgrading current circuits to comply with legislation.
- PAT testing of equipment.
- Reactive and PPM repairs as required.
- Implement report findings such as emergency lighting and fixed wire testing.
- Identify areas that require improvement and report to management.
- Be able to take an active role in the purchase of materials and ensure value for money.
- Performing routine maintenance on equipment and determine when and what kind of maintenance is required.

## **Person Specification**

### Essential Criteria:

- Electrical competency with a sound understanding of mechanical systems – or fully competent in another trade.
- A good general standard of education.
- The ability to tackle a wide range of general building works such as fencing, minor brickwork and block laying, drainage, pointing, concreting, tarmacking, path work and plaster patching.
- The ability to tackle a wide range of minor repair and maintenance tasks such as redecoration and glazing, joinery repairs to existing timber doors and frames, fitting weather board and strips, changing fluorescent tubes and light fittings, general tidying of garden areas.
- Carry out general plumbing work including exchange shower fittings, fix leaks, re-washer taps, attend to overflows, repairs to roofs and rainwater equipment and unblocking drains and gutters.
- Ability to prioritise tasks and manage time effectively.
- Basic administration associated with record keeping.
- Methodical approach.
- Good interpersonal skills with the ability to build rapport for people at all levels.
- Team player.
- Must adhere to confidentiality and data protection procedures at all times.
- Full and clean UK driving licence.

### Desirable:

- C&G Level 2/3 Electrical Qualification or equivalent experience.
- City & Guilds / NVQ level 1 building maintenance, or equivalent experience.
- City & guilds / NVQ level 2 plumbing and heating, or equivalent experience.
- Health & Safety training, IOSH/NEBOSH or equivalent preferred.
- First Aid trained qualified.
- Experience in the building trades or facilities background.
- Awareness of cost control and reporting.

### Essential Skills:

- City & Guilds up to and including Level 3 Electro Technical 2320.
- City & Guilds 2382 17th Edition.
- City & Guilds 2377 – 22 Pat Testing or Equivalent.
- Driving licence essential.

### Desired:

- City & Guilds 2391 or 2394 Inspection and Testing.
- Experience of HVAC.
- General building skills, painting plumbing carpentry.