

JOB DESCRIPTION MAINTENANCE ASSISTANT



Responsible to:

Maintenance Supervisor

Main Purpose of the Job

Under the supervision of the Maintenance Supervisor, perform a variety of maintenance and cleaning work, to the highest standards, relating to the upkeep of the buildings, fixtures and fittings on the Stadium site and in accordance with current Health and Safety and other legislation associated with the operation of a Sports Ground.

Key Duties and Responsibilities

- 1 Carry out general maintenance and cleaning related tasks, both on the Stadium site and on other sites associated with the Company and its partners.
- 2 Use a variety of hand tools and portable power tools in the performance of the work; observing proper safety procedures and rules related to the use of tools and equipment and ensure any protective clothing issued is worn
- Perform daily preventative maintenance on tools and equipment and report any defects to the Maintenance Supervisor.
- Assist with the relocation and positioning of matchday advertising boards and other items in preparation of the site for match and event days.
- Maintain the site in a safe condition ensuring your own health, safety and welfare as well as that of others.
- Assist with painting and decorating duties as and when identified by the Maintenance Supervisor.
- Assist other colleagues in performing labouring duties, involving moving, lifting and cleaning.
- 8 Establish and maintain effective working relationships with other employees and tenants on the site.
- 9 Attend meetings or training when requested and be aware of Company Policies and Procedures.

- 10 Ensure all Company documentation required to be completed is done so accurately and on time.
- Attend all matches and events at the Stadium and assist with the preparation of the site, including prevent checks and post event repairs, to ensure safety of the general public attending.

Knowledge, Experience and Skills

Knowledge – Working knowledge in the use of various common maintenance and cleaning tools and equipment, Health and Safety at Work Regulations, RIDDOR, COSHH etc

Experience – Must have previous experience of working in a maintenance role and in the operation of various tools and equipment associated with the job.

Skills - Good organisation skills, ability to multi-task, work on own initiative, good time management, communication skills. Attention to detail and positive attitude essential.

Qualifications

HND, HNC, BTEC, NVQ or SVQ in a maintenance related field desirable.

Must be physically fit to withstand the physical demands of the job and the working environment.

This job description is not exhaustive. The post holder will be required to perform any other reasonable duties as required within the scope, spirit and purpose of the job, and the title of the post as requested by their Manager.

August 2024