

Job opportunity | Maintenance Supervisor Ryder House

www.WestKentYMCA.org.uk/job | Jobs@WestKentYMCA.org.uk

**Part time | Mon, Wed, Fri 10 am – 4pm plus on call | Permanent role
Based in Tunbridge Wells [and Tonbridge]
Competitive salary [+ pension + health]**

An exciting opportunity for an enthusiastic, experienced, capable building manager or maintenance supervisor to join our talented YMCA team. In this vital role, you will help maintain our housing stock and other buildings - keeping them safe and fit for purpose.

Job Purpose

- Carry out day to day maintenance on the fabric of Ryder House, its services and grounds in order to ensure that Ryder House is maintained cost-effectively in a safe, efficient, functional order.
- When appropriate project manage external contractors via call off contracts or tenders.
- Support maintenance of other YMCA premises, including Quaker Meeting House & Tonbridge flats

Accountability

- Employed by West Kent YMCA.
- Accountable for health & safety in Ryder House in conjunction with Manager and staff.
- Supervision provided by Housing Manager or delegated to Team Leader

Key Skills

- Maintenance knowledge & experience eg. Minor electrical, plumbing, joinery, decoration
- Good communication skills with residents/visitors, staff, volunteers and contractors
- Confident team player but willing to complete hands on tasks without supervision or assistance
- Clean driving licence; ideally willing to be trained as a minibus driver
- Willingness to complete training on Health & Safety/Fire/EHO/HMO/building compliance issues
- Knowledge & experience of current Health & Safety Regulations, duty of care
- Ability to work on own initiative, complete RAMS and draft tender / tasking specifications.
- Willing to be trained in First Aid, Mental Health First Aid, safeguarding, professional boundaries
- A Christian or supportive of the Christian ethos of the YMCA

Key Tasks - General Maintenance

- Record, report and action or resolve defects, damage or hazards from appliances, furniture, equipment, windows, doors, floors, garden to Manager/Team Leader, who will advise.
- Maintain exterior
 - Keep sheds, outbuildings, bike store, bins and recycling areas safe, clean and tidy.
 - Clear snow and ice and grit all paths, parking and pavements to meet duty of care
 - Grass cutting, maintain flowerbeds and any tubs / window boxes.
 - Clean all signs/lighting outside the building
- Responsible for all internal decoration, both planned and 'Patching up' to maintain standards.
- Test fire alarm systems, log results weekly. Check call points, fire exits, door retaining/closing devices, fire blankets, emergency lighting as specified in Company procedures and FRA

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

YMCA West Kent | Tel 01892 542209 | Fax 08712 390677 | Email info@WestKentYMCA.org.uk

Mailing address - Head Office, YMCA Tower House, Vale Rise, Tonbridge, Kent TN9 1TB

www.WestKentYMCA.org.uk | Company Limited by Guarantee No 2512960 | Registered Charity No 803529

Registered Office - Head Office, YMCA Ryder House, 1-23 Belgrave Road, Tunbridge Wells, Kent TN1 2BP

- Ensure all ventilation units and lights are kept clean. Replace defective light bulbs/diffusers
- Maintain 'Maintenance Book' in which defects are recorded by residents. Use this book to effect repairs/replacements daily. Update book with progress and collect feedback on repairs.
- Assist/supervise with deliveries to the building. Monitor delivered goods closely
- Liaise with / project manage external contractors including sourcing 3 quotes where needed.

Communication

- Participate in staff meetings and training as required
- Complete all relevant documentation accurately in a timely manner – written or electronic
- Liaise with Manager/Team Leader, or delegated staff about maintenance work to be carried out

Training and Development

- Maintain and improve professional knowledge and competence
- Attend mandatory training days/course, on or off site and when required

Health and Safety

- COSHH, and ensure paint, varnish are used & stored only in line with manufacturer's instructions
- Ensure areas in which any painting/varnishing work is being done is well ventilated and safe for Service Users, Visitors and Staff
- Understand and implement all health & safety policy, emergency and fire procedures
- Act as Health & Safety Rep ensuring all near misses by all parties are recorded and reviewed
- Promote safe working practise in the building by residents, visitors, staff and contractors
- Maintain hot working permit, confined space and working at height approval system and log
- Review contractor RAMS to meet our owner/employer responsibilities under CDM regulations

General

- Ensure that all existing stocks are maintained in a safe and tidy environment and record renewals and replacements in a comprehensive way
- Inform Manager or Team Leader of all external contractors / maintenance staff. Host, manage and log all visits to meet our duty of care to staff, residents, visitors, contractors and the public.
- Ensure any data or information of a confidential nature is not divulged to third parties
- Ensure equipment is clean, well maintained, safely stored and available to key personnel.
- Promote the ethos & good reputation of the YMCA
- Ensure building security is maintained at all times
- Follow all Company policy & procedures
- Assist housing support staff deliver some aspects of independent living training to residents; including flat checks, electrical safety, gas safety and window restrictors.
- undertake PAT testing, legionella tests etc
- on call where appropriate

To apply / find out more

See www.WestKentYMCA.org.uk/job or

email Jobs@WestKentYMCA.org.uk or

Call Karen on 01892 542 209 or

Text RHMS to 07941 388 852

CVs are not considered

References & DBS essential

YMCA WEST KENT

Our Vision

Young people in need are equipped and empowered to build their future.

Our Mission

We are a local Christian charity committed to helping young men and women, of all faiths or none, particularly at times of need.

Our mission is to do this by providing the foundation that young people need, including:

- A safe and secure place to live
- A safe and supported place to learn
- A great environment in which to develop and grow, and
- An excellent standard of complete support, designed for and with young people

We aim to be the best provider of these young people's services and will work with partners who share our values and aspirations.

Our Values

We strive to be:

Inclusive	Caring
Ambitious	Honest
Inspiring	Empowering
Committed to sustainability	