# JOB VACANCY

**Title:** **Maintenance Technician (full time)**
**Job Ref No:** MT270826
**Term:** Permanent (20 week probationary period)

**Main purpose of the post:** The main purpose of the role is to complete planned, preventative and reactive maintenance activities recording all tests and routines in the logs provided.

## PERSON SPECIFICATION

### Essential experience & skills

- Full manual driving licence. **Candidates will have to be over 25 to be able to drive our vans**. This is due to restrictions on our vehicle insurance policy and is non-negotiable so please do not apply if you are under 25 or do not have a manual driving licence.
- Carpentry skills and qualifications.
- Painting and decorating skills, including tiling and plastering skills and qualifications.
- Basic plumbing skills to be able to replace fittings, fix leaks etc.
- Basic electrical skills to be able to replace light fittings and water heaters etc.
- General building skills.
- Comfortable working at height using a scaffold tower.
- Ability to work unsupervised and diligently.
- Ability to proactively identify problems and defects and help resolve them.
- Initiative to plan and generate maintenance activities without having to be constantly tasked unnecessarily.
- Ability to change priorities and switch between tasks without losing sight of deadlines.
- Excellent communication skills.
- Ability to be flexible and work as part of a team.
- Ability to cope with hard, physically demanding outdoor work in all weather conditions.
- Organised and thorough.
- Ability to work in an emotionally demanding environment and maintain a positive & friendly attitude under pressure.
- Knowledge of up-to-date Health and Safety, Risk Assessment, COSHH and Fire Regulations.

### Desirable experience & skills

- Basic plumbing qualifications.
- Basic electrical qualifications.
- General building qualifications.
- Experience of dealing with the general public.
- Computer literate with experience of using the internet, Outlook email & Microsoft Office programmes.

| **THE PERSON** |
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| The successful candidate will be hard working and reliable, with the ability to proactively manage multiple tasks and able to cope with changing tasks at short notice when required. They will be good humoured and enjoy working alone as well as in a close-knit team. The person must be empathetic towards animals and able to take instruction on how to act around our animals and their handlers safely. Most importantly the person will have a common-sense approach. |

## Please see full job description below

## Salary:

£14.70 during probation period, which is increased to £14.96 per hour once probation period, is complete.

## Working Hours:

**37.5** per week Monday to Friday.
Working time is 8.00am – 4.00pm.

## Additional Important Information:

- We have dogs from our kennels in our offices, therefore staff are not able to bring their own dogs to work with them. We also don't have enough kennel space for staff dogs.
- The holiday allocation for this position is 28 days, which includes public and bank holidays.

## How to apply:

To apply please download an application form, complete it and send it to the General Manager, Mrs Claire Sparkes, by email info@gables.org.uk. You can also send completed applications by post or by hand in person at Gables.

**We are unable to post out application forms.**
CVs alone will not be accepted.
**Early applications are encouraged.**

## Closing date:

**20th September 2026**

**Please Note:** Candidates that are shortlisted after interview will be invited in for a trial day, which will be unpaid. This gives you the opportunity to see how we work, what the position involves and establish that you would like to work for us. It also enables us to assess your suitability for the position further.

# JOB DESCRIPTION

**Post:** Maintenance Technician
**Responsible to:** Deputy Manager
**Objectives of job:** To carry out planned preventative, routine and reactive maintenance to ensure that the charity's buildings and grounds are maintained to the highest possible standard.

## Duties and responsibilities
## Maintenance

- Carry out repairs and maintenance as and when required to the charity's buildings fixtures and fittings.
- Carry out both internal and external painting and decorating.
- Inspect all gutters and drains to ensure they are clear and free from debris every other month.
- Inspect all internal and external plumbing fixtures and fittings including wash-down hoses for wear and tear every other month.
- Inspect all internal flooring for wear and tear every other month.
- Maintain and keep records of completed maintenance checks and tasks completed in the diary.
- You are responsible for ensuring that you wear the appropriate protective clothing for all maintenance tasks and that it is fit for purpose.
- You are responsible for advising the Deputy Manager when professional assistance is required for maintenance work to be carried out either because it is outside the scope of your capabilities, would breach Health and Safety regulations, or would not be permitted under Government regulations.
- You will assist with maintaining the grounds of the charity. This includes grass cutting, nettle and weed removal, and pruning of trees and bushes as and when required.
- You are responsible for regularly inspecting the sewage plant, completing the weekly checks as per the sewage plant maintenance plan, recording all checks, and cleaning the filters. In addition, you will advise the Deputy Manager as to when it requires emptying or external agency maintenance.
- You are responsible for checking the fuel oil level, reading the electric, water and solar panel generation meters, and maintaining the appropriate records.

- You are responsible for carrying out emergency lighting checks and maintaining the records as required.

- You are responsible for carrying out the weekly fire call point checks and maintaining the appropriate records.

- You are responsible for ensuring the charity's vehicles are maintained in a roadworthy condition. This includes weekly inspections of consumable products and checking tyres for wear and for the correct pressures and de-icing during the winter months. You are also responsible for keeping the vehicles clean and valeted.

- You will undertake driving duties using the charity's vehicles as and when required.

- You will collect tools, materials and other items from various suppliers using the charity's vehicles as and when required.

- You will take refuse to the local recycling centre using the charity's vehicles as and when required.

- You will deliver and collect items, including donations from the supermarket food donation bins, at various supermarkets using the charity's vehicles as and when required.

- You are responsible for moving large heavy items around the site using the appropriate aids such as sack and pallet trucks, trolleys and vehicles and most importantly asking for assistance when needed. You will also assist with the moving and handling of items for storage.

- You are responsible for keeping all power tools and hazardous substances controlled by COSHH locked away safely when not in use.

- You will keep all footpaths, and both the staff and public car parks free from rubbish and debris.

- In general, you will be responsible for taking a proactive approach to identify maintenance tasks, issues and problems that need to be dealt with and report them to the Deputy Manager, or General Manager in their absence.

## Duties and responsibilities
### General

- You must report to the management any visitors or contractors behaving inappropriately around or with our animals or your colleagues.

- You must be polite and helpful to the public at all times.

- You will undertake and suitable training required to assist you with the performance for your duties.

- You must be conversant with and implement Gables Dogs & Cats Home Health and Safety procedures at all times.

- You are responsible for maintaining client confidentiality and must abide by the data protection act. The charity's policies or procedures are not to be discussed with or within earshot of the general public or volunteers.

***This job description is a non-exhaustive list of duties relevant to the role. You should also expect to undertake other duties within your competence and training as required by the Management.***