

Rye, Winchelsea and District Memorial Hospital Limited

Job Title: Building and Grounds Maintenance Operative (Part time)

Salary: £13,500

Hours: 21 hours over four days

(Saturday 3.5 hours, Sunday 3.5, hours and 7 hours on Monday and Friday)

Reports to: The Facilities and Maintenance Manager

Background

Rye, Winchelsea and District Memorial Hospital Ltd (RWDMH Ltd), is a charity based on the Memorial Care Centre site in Rye. The Memorial site provides a range of community health services including a community hospital, a doctors' surgery, and residential apartments for the over 60s. RWDMH Ltd completed the building and commissioning of a community wellbeing centre (The Hub on Rye Hill) in July 2020.

Purpose of Role

Reporting to the Facilities and Maintenance Manager, the Building and Grounds Maintenance Operative will undertake a wide range of duties to support the upkeep and maintenance of the estate within the demise of RWDMH Ltd. This will include internal and external building fabric, maintenance of mechanical, electrical and water systems and equipment, and maintenance of the external grounds.

Under the direction of the Facilities and Maintenance Manager suitable training and development plans will be arranged to ensure the Operative has the necessary competencies to meet the requirements of the role. Fire Safety, COSHH and Water Safety are key areas of training that will be provided.

Specific Duties

- **Working hours** - Will normally be 8.30am to 4.30pm for two days (Monday and Friday), with a one hour (unpaid) flexible lunch break. Weekend work will be for 3.5 hours on Saturday and Sunday mornings between 9.30am and 12pm. Under the direction of the Facilities and Maintenance Manager these hours will remain flexible in order to meet the operational needs of the site. In addition, out of hours call outs at weekends or in the absence of other members or the maintenance team (holidays or sickness), may be required to deal with emergency issues. Time off in lieu will be arranged to compensate for additional hours worked.
- **Building Maintenance** - To undertake planned and reactive maintenance tasks in order to maintain the buildings and grounds within the demise of RWDMH Ltd (which includes the Hospital and The Hub on Rye Hill) in good, safe and substantial repair and ensure all statutory obligations are met. This will include:
 - Building fabric (internal and external) – this will involve some painting
 - Water systems including water hygiene (temperature monitoring, flushing, shower head cleaning, tank cleaning)

- Drainage (sewerage and stormwater)
 - Electrical systems including power and lighting
 - Mechanical systems including heating
 - Security and fire systems and fire equipment
 - Lifts and all services to common areas
- **Grounds Maintenance** - To ensure the grounds (within the demise of RWDMH Ltd) are well maintained, including paths, boundary hedges and fences. Duties will include:
 - Carrying out general hedge cutting, grass cutting, planting, and weeding, in accordance with seasonal needs
 - Keeping all external areas clean, tidy, and safe
 - Emptying waste bins twice weekly (within the demise of RWDMH Ltd)
 - Carrying out contracted gardening for Rye Medical Centre
 - Maintaining gardening machinery and equipment and report any repair or servicing requirements to the Facilities and Maintenance Manager
 - Autumn and Winter Maintenance – Ensuring paths and roads are maintained in a safe condition and are clear of ice, snow, leaves, and other debris, undertaking gritting as necessary
- **Other duties and role requirements:**
 - Ensure clinical waste is managed effectively with particular regard to hygiene and storage
 - Give full support to the NHS staff in the hospital when required and in the event of an emergency.
 - Work co-operatively with and assist all Charity and Hub staff (reporting any significant issues to the Facilities and Maintenance Manager).
 - Maintain contact with the other occupants of the estate (Rye Medical Centre and Sanctuary Housing – the retirement apartments) on all issues of joint services, observing and reporting any potential issues in the use and maintenance of their premises

Personal competencies, skills, and experience

- Experience of delivering of mechanical, electrical, building fabric and grounds maintenance tasks and services
- Self-motivated, resourceful, proactive, and flexible
- Willingness to undertake training to ensure necessary skills and knowledge to deliver statutory obligations.
- Good customer service skills
- Ability to work to a high standard against agreed timescales with limited supervision
- Some technical knowledge in respect of building and grounds maintenance
- An understanding of current Health and Safety at Work legislation
- Desirable - experience of working in a hospital or similar medical environment
- Desirable – some familiarity with Microsoft office 365, email, etc