

**Job Title: Facilities Operative**

**Reporting to: Buildings Manager/House Manager**

**Basic Salary: £25-30k**

**Job Location: Various LHA locations**

**Our Business:**

LHA London has been providing high quality accommodation in London since 1940 and now have fourteen large hostels providing affordable accommodation for nearly 2000 people in the capital. Our residents are young people studying or working in London, and live with LHA either to undertake educational courses, or if working, to give themselves time to familiarise with London, to make friends and to decide whether to make more private and long-term arrangements for housing.

We're looking for a semi-skilled Facilities & Maintenance Operative to join our facilities team. We need a multiskilled individual with the ability to perform well under pressure. An enthusiastic 'can-do' attitude is a must have as well as being highly organised in managing significant volumes of day to day task and projects. You will be assigned to two/three of our sites on a weekly basis, as well as undertaking various maintenance responsibilities including basic carpentry, daily maintenance and plumbing, you will also be responsible for inspections planned preventative maintenance and the management of assets.

---

**Main Purpose of Job:**

Reporting to the Buildings Manager and House Manager, you will be responsible for providing general maintenance ensuring that your allocated hostels are maintained to an excellent standard and in compliance with all contractual and legal responsibilities.

---

**Key Responsibilities Include:**

- Carry out planned, preventative, pro-active and reactive maintenance work
- Identify and report maintenance issues, taking appropriate action where required
- Regularly reporting to the Facilities Buildings Manager / House Manager
- Undertake regular, preventative maintenance inspections of the hostel and complete all relevant documentation
- Undertake inspections and prepare works lists
- Undertake general maintenance duties as directed including plumbing, carpentry, identifying electrical faults, glazing, furniture repairs/building and decorating
- Ensure all jobs are completed within the necessary timeframes
- Ensure jobs are recorded in line with company procedures and that there is a clear audit trail
- Regularly check all safety measure are in place and working
- Visual checking and practical testing of equipment as necessary (e.g. smoke detectors, closers on fire doors, closers on windows, emergency lighting, heaters etc.)
- Assessment of any urgent remedial work
- Note any essential or non-urgent work

- Contribute to general property refurbishment
- Possible gardening duties
- Any other general requests

**Key Requirements:**

- Basic Construction Skills qualification or relevant experience
- 3-5 years' experience in a building / general maintenance and repair work
- Understanding of Health and Safety regulations and compliance within the building industry
- Excellent communication skills
- Confident communicator (both verbal and written) with a personable and professional manner and the ability to interact and relate to all levels of staff and build strong working relationships.