

**Job Title: Senior Facilities Operative/Co-Ordinator**

**Reporting to: Buildings Manager**

**Basic Salary: £30-35k**

**Job Location: LHA Head Office – Victoria, London**

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**Main Purpose of Job:**

To lead and manage the in-house maintenance team, of 5 maintenance operatives and 1 painter, in delivering reactive repairs across our 14 hostels. To support the Buildings Manager in ensuring all LHA properties are maintained to the highest standard complying with all health and safety requirements and working within budgets set. The role includes working both hands-on on the completion of repairs as well as the effective management and use of the CAFM system to ensure LHA works in the most efficient way possible to deliver effective reactive and preventative maintenance.

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**Key Responsibilities Include:**

- Carry out planned, preventative, pro-active and reactive maintenance work
- Identify and report maintenance issues, taking appropriate action where required
- Undertake inspections and prepare works lists
- Undertake general maintenance duties as directed including plumbing, carpentry, identifying electrical faults, glazing, furniture repairs/building and decorating
- Work hands on in various site alongside the facilities team to achieve repairs
- Visual checking and practical testing of equipment as necessary
- Assign repair schedules and evaluate repair cost estimates.
- To manage and control the CAFM system keeping the records accurate at all times.
- Document and prepare daily progress reports and maintenance logs.
- Oversee equipment stock and arrange for new supplies when necessary.
- To maintain records on health and safety, and compliance.
- Attending to re-active calls and general maintenance works and support the team.
- To meet regularly with team to undertake monthly 1-2-1 meetings and performance reviews.

**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.
- ICT literate, e-mail, word processing and spreadsheet applications.