

Job Description: Senior Maintenance Technician / Manager

Project: Aldingbourne Country Centre

Work Location: Aldingbourne Country Centre

Directly responsible to: Visitor & Enterprise Operations Manager, Aldingbourne Country Centre.

Overall responsible to: The Managing Director,

The Aldingbourne Trust

**General Purpose:**

The Aldingbourne Country Centre is 26 acre site located on the edge of the South Downs National Park - we provide vocational training for people with learning disabilities across a range of activities and are an established visitor attraction in the area drawing over 90,000 visitors a year.

We pride ourselves on giving people a great experience and have just been accredited for the Visit England Visitor Attraction Quality Scheme. We have some wonderful assets at the Country Centre and the successful applicant will be responsible for ensuring that the state of the art buildings, open farm, various indoor and outdoor play areas, woodland walk, maze, camping fields and carparks present an attractive and welcoming environment for everyone.

Working closely with and supervising a small but dynamic team, performing a wide range of maintenance services on site, you will be working alongside the people we support helping them to learn associated vocational skills. Supported by the Visitor & Enterprise Operations Manager, Management Team and colleagues across the site, you will be required to develop excellent working relationships with Country Centre staff, volunteers, people we support with disabilities and visitors to the Country Centre.

**Key Terms and Conditions:**

* Salary – £ 28,447.10 to £ 29,824.15 per annum depending on experience.
* Hours of work – 37.5 hours per week (7.5 hours per day) normally 8:30am – 4:30pm working 5 from 7 days to include some weekends and public holidays. Close for Christmas (dates to be confirmed annually)
* Pension: The Aldingbourne Trust offers a contributory pension scheme to qualifying staff.
* Annual leave: 25 days in each year, pro rata for part time staff. 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years.
* Sick leave: After the first month’s service, 2 weeks at full pay in a rolling 12-month period (pro rata if Part Time)
* Emergency family care/ career’s leave: Up to 6 days per annum (pro rata if Part Time)

**Employee Benefits:**

* Life Assurance: 2 x your annual salary
* Employee Assistance Programme
* Bicycle voucher scheme
* Eye care vouchers
* Discounted gym membership
* 10% in ACC shop, ACC café, Horticulture, Make and Make Café.
* Flu Vaccinations
* £200 refer a friend scheme (payable when the new person starts)
* Funded Blue Light Card (1,000’s of discounts)

**Main Duties and Responsibilities:**

* Daily supervision and allocation of work schedules, including team meets and briefings
* Work closely with other team members to facilitate shared maintenance responsibilities. Working closely with colleagues and clients, sharing best practice and knowledge
* Communication and Collaboration: Develop excellent working relationships with Country Centre staff, volunteers, people we support with disabilities and visitors. Collaborate with other departments to ensure facilities align with organisational needs.
* Following the planned work schedule to achieve first time fix, maximizing productivity, and effectiveness
* Contractor Management: Oversee and administer the activities of contractors and subcontractors including selection, safety and compliance and performance monitoring.
* Vendor Management: Oversee and coordinate relationships with external service providers and contractors, such as waste management, cleaning services, HVAC maintenance, security, and other facility-related services.
* Carry out a wide range of maintenance duties to agreed schedules to ensure the Country Centre grounds look their best throughout the year for the people we support, our visitors and all other users of the site
* Ensure a safe and functioning environment for all users of the site
* Support the Manager and team in ensuring a safe environment for all visitors, that complies with all Health and Safety legislation, Safeguarding and other operational policies
* Sustainability Initiatives: Implement eco-friendly and energy-efficient practices to promote sustainability and reduce the environmental impact of the facilities.
* Project Management: Manage facility-related projects, such as renovations, expansions, or relocations, from planning to execution.
* Delivering high quality work standards across the site, with year-on-year improvement
* Ensure all machinery, equipment and buildings are in safe working order and that all

work is carried out in a safe and practical way

* Crisis Management: Act as a point of contact during emergencies or crises related to the facilities, coordinating responses and ensuring employee safety. Using problem-solving skills and innovation to identify and develop solutions for key and common issues
* Communicating and building effective relationships with other departments at the Country Centre and wider Trust

**Person Specification:**

**Essential:**

* Effective interpersonal and negotiation skills with the ability to form excellent relationships with a diverse range of people internally and externally.
* A positive approach to challenges which demonstrates creativity and an ability to produce solutions.
* Multi-skilled with proven experience in a maintenance, engineering, or construction environment
* Has completed an Apprenticeship to NVQ Level 3 /ONC standards in a relevant Mechanical discipline or equivalent • Technically savvy/competent
* COSHH trained • Experience in completing PPM tasks as per British Standards
* Risk Assessment & Method Statement knowledge
* Preparedness to work flexibly to deadlines
* Able to manage a busy workload, with excellent self-management and organisational skills.
* A level of physical fitness and wellbeing to carry out regular strenuous daily activities that are commensurate with the role
* Full driving licence

**Desirable:**

* Relevant qualification in specific working area (mechanical, electrical, plumbing, HVAC etc)
* An understanding of the complexities of working in a multipurpose visitor attraction
* Love of creativity and change
* Ability to estimate, cost & budget
* Experience of working with people with learning disabilities
* To have a basic ability to use MS Outlook, Excel and Word.
* Have a good working knowledge of operating an excavator (up to 3 tons)
* Have a good working knowledge of work and operating a tractor and accessories