

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Maintenance Person	Grade: 8
Directorate: Commercial Delivery	Service: Repairs and Maintenance (FM)
Post No:	Date of Issue: April 2026
Responsible to: Repairs and Maintenance Manager	

Main Purpose of Job:

To carry out minor repairs, improvements and alterations in a safe manner/using safe working practices to Council corporate property stock facilities in the main, but equally of a managed landlord basis, to any tenanted, license occupied or similar use Council premises.

Main Tasks/Duties/Responsibilities

1. To work in accordance with Facilities Management and construction industry safe practices. This includes conducting work in accordance with established Health and Safety Regulations including The Equality Act 2010, the Health and Safety at Work Act 1974 and the Workplace Directive (Workplace [Health, Safety and Welfare] Regulations) 1992 and the Council's H&S Policies, including the assessment of risk relating to the work being undertaken.
2. Minor repairs, small jobs of a DIY, minor painting and decorating, plastering, plumbing joinery and similar nature.
3. Other miscellaneous repairs and renewals such as keys/locks management, window blinds, light bulb replacements, ironmongery/signage, replacing fuses to plugs, unblocking sinks/wc pans, fixing ceilings and fitting/repairing suspended ceilings, hanging fixtures/fittings, adjusting/renewing doors closers, fitting draught sealers, assembling/moving items of furniture, clearing out gullies/gutters and similar. Test, Re-set alarms and programme heating systems. Balance/bleed malfunctioning heating systems. Safely install portable electric heaters where additional heating units are required to be handed out to work colleagues on a sign out register basis.
4. To work at various sites in a cost effective, planned manner to conclude any work during normal working hours, so as to primarily leave facilities in a safe, operable manner.
5. Participate in the Council's out of hours on call/standby rota (usually 1 week in 4 on standby depending on the extent of cover needed) to cover for evenings and weekends alerts.
6. Safely maintain and keep up to date with tools and equipment/work aids. Familiarise and equally work within any existing Council equipment/resources where appropriate and cost effective to do so.

7. The postholder will be required to comply within reason, with any instruction specified by Property/FM colleagues as well as similar Technical Consultants, Contractors, Suppliers, Specialists and Manufacturers – and hence ensure their particulars are equally adhered to.
8. Familiarity with up to date Legislation (e.g. Electricity at Work Regulations, the Control of Asbestos Regulations 2012, BS5839-1:2013 Fire Detection and Fire Alarm Systems for Buildings, COSHH (Control of Substances Hazardous to Health) 2002, HSE ACoP-Legionnaires' Disease (L8) and Guidance (e.g. Landlords Guide to Electrical Safety) – but not exhaustively or exclusively. Additional training to be provided on these where applicable.
9. The ability to accurately record details of work carried out (e.g. via Maintenance Logs) and provide outline feedback reports for colleagues / management using paperwork/electronic methods.

Occasional Tasks/Duties/Responsibilities

1. To assist external Joinery and similar specialists with works of a more skilled nature (e.g. the re-hanging of doors, fitting specialist locks, window restrictors, fencing, railings and similar repairs, roof repairs, floor substrate and flooring repairs, nosings/trims to staircases and handrails/balustrades new/repairs to staircases, creation of partitions, glazed screens and shelving etc.).
2. To provide cover to other aspects of the Facilities Management/Property Services, which could include specialist occasions fixtures and fittings (e.g. Civic parades stagings/platforms), general external area works (e.g. de-weeding, drains rodding, minor fencing repairs and new fencing, fixing external signage) and investigations/surveys (e.g. minor measured surveys, roof void inspections, damp inspections, condensation issues, leaking pipes tracing, roof leaks tracing – and again, possibly working in conjunction with specialists/building Fabric and Services investigators). A familiarity with Property, Engineering and Assets Management terminology would be advantageous (e.g. the understanding of full repairing lease as one example, dead legs on pipework, the difference between Planned Preventative Maintenance, Cyclical and Response Maintenance etc.).
3. To provide cover to other aspects of the Facilities Management/Property Services, which could include specialist occasions fixtures and fittings (e.g. Civic parades stagings/platforms), general external area works (e.g. de-weeding, drains rodding, minor fencing repairs and new fencing, fixing external signage) and investigations/surveys (e.g. minor measured surveys, roof void inspections, damp inspections, condensation issues, leaking pipes tracing, roof leaks tracing – and again, possibly working in conjunction with specialists/building Fabric and Services investigators). A familiarity with Property, Engineering and Assets Management terminology would be advantageous (e.g. the understanding of full repairing lease as one example, dead legs on pipework, the difference between Planned Preventative Maintenance, Cyclical and Response Maintenance etc.).

General

- To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post. To be familiar with Construction Skills Certification Scheme administered by CITB and equally Personal Protective Equipment Measures, Manual Handling measures, Lone Working and similar.
- To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
- To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
- To be aware of and adhere to the Council's Equal Opportunities Policy.
- To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
- To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
- To be aware of and adhere to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.