

Job description

Job title: Maintenance Technician
Grade: Dorset Grade 5
Job evaluation reference: HF706
Job family: Hospitality & Facilities

Purpose and impact

The role of the Maintenance Technician is to assist in maintaining the Swimming Pool, buildings, equipment and machinery within the Centre to ensure that all facilities are running efficiently and are available to the general public.

Key responsibilities

- Provide maintenance support.
- Identify, repair, isolate or replace where possible, all maintenance defects in Dorset Council facilities.
- Carry out day to day reactive maintenance of mechanical equipment, plant and buildings.
- Carry out daily, monthly and quarterly inspections of all alarms systems, equipment, tools, mechanical equipment and protective clothing when required.
- Ensure safe working practices are adhered to throughout.
- Ensure that the swimming pool facilities are fully maintained in accordance with Health and Safety legislation.
- Carry out daily/weekly/monthly pool water testing including micro biological and record as required.
- Ensure all chemical levels are correct and adjust as necessary.
- Ensure the swimming pools are backwashed in accordance with the normal operating procedures for each leisure site.
- Monitor, service and maintain swimming pool plant.
- Maintain an up to date Records Management system.
- Record and maintain records of maintenance tasks and inspections that are compliant with current legislation.
- Maintain accurate records of all maintenance works undertaken.
- Provide an audit trail for all maintenance tasks and inspections.
- Report, log and where possible rectify all health and safety issues and concerns.
- Ensure that all Health and Safety legislation is adhered to.
- Ensure all essential qualifications are up to date and undertake where possible Continuous Professional Development in relevant areas.
- Be knowledgeable in all aspects of relevant legislation and how this relates to the facilities across Dorset Council, e.g. Health and Safety at Work Act, Working at Height, and Provision and use of Work Equipment Regulations etc.
- Ensure all maintenance tasks and equipment complies with the relevant Health and Safety legislation to ensure the safety of operatives, staff and public.
- Ensure at all times when working the safety of public, staff and operatives.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



Job description

Supervision and management

Reporting to:

Senior Duty Officer – Maintenance – QE/Verwood

Gym Duty Manager – Purbeck

Other factors

- Proactively contribute ideas in meetings to help the development and growth of the Centre.
- Undertake out of hours maintenance work to reduce the impact of facility closures.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under [‘Working for Dorset Council’](#).



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Essential

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	Substantial experience in a relevant work area together with a vocational/academic qualification at NVQ level 3 or equivalent or other relevant evidence of training/development in the particular subject area
2.	Pool plant operator's certificate or the ability to gain this qualification
3.	Genie Lift certification or the ability to gain this qualification
Experience	
4.	Substantial experience in maintaining buildings
Skills, abilities & knowledge	
5.	Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.
6.	Competent use and application of specialist equipment
7.	Health and Safety knowledge with regard to statutory requirements, testing and monitoring
8.	Basic IT skills
Behaviours	
9.	Respect
10.	Responsibility
11.	Recognition
12.	One Team: Collaboration

Desirable

Experience
13. The management of swimming pools and associated plants

Approval			
Manager		Date	