



WorldHorseWelfare

**JOB DESCRIPTION
FOR
MAINTENANCE ASSISTANT**

RESPONSIBLE TO:

Centre Manager via the Maintenance Supervisor

AIM OF THE JOB:

To assist the Maintenance Supervisor with the effective and efficient maintenance of the general buildings, grassland and field margins as well as overseeing hay production.

MAIN DUTIES AND RESPONSIBILITIES:

- Assist the Maintenance Supervisor with the daily maintenance on general buildings, grassland and field margins
- Assist the Maintenance Supervisor with fencing, fertilising, cultivations, hedge trimming and tractor driving
- Assist the Maintenance Supervisor with machinery maintenance (where applicable)
- To assist with off-site duties, including the collection and delivery of equines
- To assist with events both on and off site
- Assist the Maintenance Supervisor with general records and administrative housekeeping
- To work with external suppliers and contractors and members of other organisations in a professional manner
- To deal with members of the general public in a professional, polite and friendly manner, and to direct any questions to the Centre Manager or Assistant Centre Manager as appropriate
- Advise the Maintenance Supervisor of any health and safety issues which arise
- To comply with the policies of World Horse Welfare to ensure a safe and healthy working environment

OTHER DUTIES AND RESPONSIBILITIES:

- Undertake other job-related tasks as directed by the Centre Manager.
- Occasional weekend duties may be required.

HEALTH & SAFETY:

- To comply with the policies of World Horse Welfare to ensure that risks within the working environment are reduced as low as reasonably practicable
- To raise any health and safety concerns with your Line Manager or the Health & Safety Officer based at Head Office

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		<ul style="list-style-type: none"> • Relevant/applicable qualifications • Chainsaw certification
EXPERIENCE	<ul style="list-style-type: none"> • General maintenance in relation to buildings and grassland • Fencing • Fertilising • Cultivations • Hedge trimming • Tractor driving 	<ul style="list-style-type: none"> • Transporting of horses • Domestic repairs such as internal decorations, plumbing, electrical experience • Hay production
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> • Organisational skills • Ability to work on own initiative • Ability to work in a busy team • IT skills • Good communication skills – both written and verbal 	<ul style="list-style-type: none"> • Ability to drive horsebox • Ability to tow trailer • General workshop skills • Chainsaw skills • Use of transporters
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Flexible • Enthusiastic • Practical • Good interpersonal skills • Approachable • Organised • Trustworthy 	

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