



## **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.

### **KEY TASKS & RESPONSIBILITIES**

- Assist the Maintenance Supervisor with daily maintenance of buildings, grassland and field margins.
- Support with fencing, fertilising, cultivations, hedge trimming and tractor driving.
- Help with machinery maintenance (where applicable).
- Assist with off-site duties, including the collection and delivery of equines.
- Provide support for events held on and off site
- Assist the Maintenance Supervisor with general records and administrative housekeeping.
- Work with external suppliers and contractors and members of other organisations in a professional manner.
- Interact with members of the public in a professional, polite and friendly manner, directing any questions to the Centre Manager or Assistant Centre Manager as appropriate.
- Report any health and safety issues that arise to the Maintenance Supervisor.
- 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.
- 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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Full UK Driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant/applicable qualifications</li> <li>• Chainsaw certification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• General maintenance in relation to buildings and grassland</li> <li>• Fencing</li> <li>• Cultivations</li> <li>• Hedge trimming</li> <li>• Tractor driving</li> </ul>	<ul style="list-style-type: none"> <li>• Transporting of horses</li> <li>• Domestic repairs such as internal decorations, plumbing, electrical experience</li> <li>• Hay production</li> </ul>
<b>KNOWLEDGE/SKILLS</b>	<ul style="list-style-type: none"> <li>• Organisational skills</li> <li>• Ability to work on own initiative</li> <li>• Ability to work in a busy team</li> <li>• IT skills</li> <li>• Good communication skills – both written and verbal</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to drive a horsebox</li> <li>• Ability to tow trailer</li> <li>• General workshop skills</li> <li>• Chainsaw skills</li> <li>• Use of transporters</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Flexible approach</li> <li>• Enthusiastic</li> <li>• Practical</li> <li>• Approachable</li> <li>• Organised</li> <li>• Trustworthy</li> </ul>	