



## **JOB DESCRIPTION**

<b>Position</b>	General Maintenance Operative
<b>Remuneration</b>	Commensurate with experience
<b>Location</b>	Southend United Football Club, Boots and Laces, Training Ground and Roots Hall Stadium
<b>Hours of Work</b>	Standard working week of a minimum of 40 hours. In addition, you will be required to work outside of normal office hours, at evenings, weekends and on bank/public holidays for training, match days, and other business events.
<b>Responsible to</b>	Facilities Manager

### **Role Summary**

Responsible for the general maintenance at the Stadium and Training Ground, which includes responding to work requests, fault finding, reactive repairs, maintenance and testing.

### **Key Responsibilities**

- Respond quickly to work requests ensuring to have a hands on approach to general repairs, such as seat repairs.
- Carry out skilled maintenance joinery work, including inspections, diagnosing problems, testing, repairs, removal and maintenance.

- Ensure Quality and Health and Safety standards are maintained to required levels.
- Problem solving, problem detection and repairing system faults using a logical approach.
- Promote a strong behavioural based safety culture.
- Keep up to date records of work carried out and ensure these records are processed by Facilities Manager.
- Ensure stock is kept to enable essential repairs are carried out quickly and efficiently.
- Work with other members of maintenance department to ensure the safe running of plant.
- Working with SUFC appointed contractor and consultants.
- Any other reasonable duties.

### **Role requirements**

- Perform duties with due regard to club policies and procedures and legislative requirements at all times.
- Ensure implementation of the clubs health & safety, safeguarding, welfare and equality policies to create a safe working environment for all.
- Ensure working practices are compliant with relevant legislation and data protection legislation and/or general data protection regulations (GDPR) requirements.
- Undertake continuous professional development (CPD) training and/or additional training as identified or as required.
- Must be adaptable and willing to undertake a broad selection of tasks.

## **Qualification and Training**

### Desirable

- Understanding of industry standards.
- GCSE (or equivalent) English and Maths at Grade C or above
- Carpentry and Joinery qualifications
- Health and Safety training and qualifications
- Full UK Driving Licence

## **Knowledge, skills and experience**

### Essential

- Experience and knowledge in Building Maintenance
- Experience, skills and knowledge of Joinery
- Ability to work individually and as part of a team
- Ability to work unsupervised.
- Good understanding of Health and Safety in the workplace.
- IT literate

### Desirable

- Experience working in a similar environment.
- Knowledge of the Stadium.
- Health and Safety Qualifications e.g. SMSTS, iPAF, Working at Height etc

## **Salary**

Dependant on experience.

## **Criminal Record Check Requirement**

This role does require a criminal records check (CRC) deemed suitable by the Club, at the following level; enhanced with BLC. The requirement of a CR for this role is due to responsibilities relating to children under the age of 18 years and/or adults at risk of harm.

Where a role requires a CR this must be obtained by the Club.

## **General Statement**

All employees of the Club must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

## **Safeguarding & Welfare Statement**

The Club is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work remain safe at all times. This includes ensuring 'best practices' are adopted at all times and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

## **Equality, Diversity & Inclusion Statement**

The Club is committed to equality, diversity and inclusion and believes in equal opportunities for all. We expect that all staff, volunteers and others associated with the club share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at [https://www.southendunited.co.uk/siteassets/news/documents/sufc\\_equality\\_policy\\_-\\_may-2018.pdf](https://www.southendunited.co.uk/siteassets/news/documents/sufc_equality_policy_-_may-2018.pdf)