



JOB DESCRIPTION

Role Info:

Post Title: Maintenance Coordinator
Salary: Pay scale: L4
Hours: 21 hours a week
Some weekend and evening availability and working will be required
Responsible to: Centre Manager

Role Summary:

This role is ultimately responsible for maintaining the site, buildings and vehicles and to lead the delivery of small site projects (often supporting teams of both team members and Volunteers) and to facilitate larger scale site development projects working in partnership with external contractors.

Key tasks: (Note that this may be subject to change and can be delegated where appropriate although this role retains overall responsibility for areas identified below)

1. Maintenance Responsibilities Site:
 - To maintain all site access tracks
 - To manage grassed areas and hedgerows as dictated by area usage requirements and environmental management plan
 - To ensure the overall site is of a good appearance, aiming to incrementally improve all aspects on an ongoing basis.
2. Maintenance Responsibilities Buildings:
 - To monitor and replace consumables – i.e. lightbulbs within facilities
 - To monitor and repair minor damage, breakages within site facilities, coordinating repair/replacement with supporting staff
 - To comply with all relevant H&S requirements; Scheduled Fire Checks (Alarms, Exits, Equipment), Gas Service Checks (Annually), Water supply, servicing testing and Legionella checks.
 - To monitor and service waste facilities, septic tanks and rubbish bins/areas
3. Activity equipment maintenance:
 - To coordinate with mainstream coordinators the repair and replacement of activity equipment as required.



4. Vehicle maintenance:
 - To coordinate with the Centre Manager ongoing safety checks, repair and cleaning of vehicle fleet as required
 5. Project Work
 - a. To deliver site and grounds projects aligned with overall site development, repairs and renewals strategy.
 6. Overarching Responsibilities:
 - To adhere to Health & Safety regulations
 - To ensure all expenditure is fully authorised and managed within agreed budgetary constraints.
 - To coordinate ongoing maintenance support (Volunteers) and paid staff team when allocated to support.
 - To lead bespoke teams of Volunteers to support site projects and when aligned with client focused programmes (i.e. NCS)
 - To ensure that safety is never compromised and equipment appropriately managed to ensure untrained/supervised clients, staff/volunteers are not exposed to any risk
 - To remain efficient in the use of resources and to seek to reduce waste and recycle at all times.
 - To keep up to date COSHH information
 7. Key holder, duties to include:
 - a. Responding to call outs regarding site issues, i.e power failure (Additional hours to be paid if in addition to agreed working patterns)
- Other
- Due to the varied and ever changing nature of operations at BF Adventure you may be required to undertake additional roles, responsibilities and tasks* as necessary to facilitate the smooth running of activities
- *(within your level of experience, training and capability)

Person Specification

BF Adventure is a Company Limited by Guarantee registered in England and Wales. Company No. 3546772
Registered office: BF Adventure, Goodygrane Activity Centre, Halvasso, Longdowns, Penryn, Cornwall TR10 9BX. Registered Charity No. 1071862

inspiring

challenging

motivating

developing



Experience / Skills

- Be honest and reliable
- Be able to work independently
- Be motivated and driven
- Have good communication skills
- Commitment to high standards and excellent customer service
- Broad experience in maintenance with good industry skills or equivalent (Ideally 5 years) to include:
 - Handy man skills, minor repairs
 - Grounds keeping skills
 - Simple electrical skills, replacement of fixture and fitting of small electrical appliances
 - experience of routine ground works
 - simple carpentry- maintaining and constructing decking, hand rails etc.
 - experience of simple plumbing systems for basic maintenance and repairs
- Project management experience (related to role)
- H&S qualifications; Fire Warden, Risk assessment, Chain saw operator, Working at heights, Manual handling, Plant operator (As appropriate to tasks/project work undertaken)

Signed:

date:

Staff member:

Signed:

date:

CEO: