**JOB DESCRIPTION**

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| **JOB TITLE** | **Asset Coordinator** |
| **REPORTING TO** | **Asset Team Leader** |
| **RESPONSIBLE FOR/JOB PURPOSE** | To provide site support in relation to compliance including statutory perioding testing of: Fire Alarms and Emergency lighting, testing hot and cold water systems, PAT testing and ensuring accurate records of checks are updated and maintained. Providing maintenance support to sites, undertaking various maintenance tasks around homes within time scales and to update Condition Surveys (where relevant). Providing onsite presence and support for the Asset Team Leader in relation to ‘refurbishment projects and day to day issues when issues arise including overseeing contractor work that is carried out. |
| **LOCATION** | **Travel to multiple sites in region** |

**DUTIES AND RESPONSIBILITIES**

* To provide a service to Community Integrated Care homes ensuring compliance with identified statutory testing and general maintenance activities.
* Support site to keep all relevant records up to date and private as directed by the line manager.
* Communicate and liaise with the Facilities help desk to escalate any work that is identified to be beyond the scope of the Asset Coordinator
* Assess and resolve FRA actions, refer to the Asset Team Leader for support and for approval if necessary, support Service Leader with anything outstanding.

Check and assess Legionella tests are being carried out and recorded by site (a test would also be carried out and recorded at the time). Refer to the Asset Team Leader for support and for approval if necessary

* Survey and cross reference site and its boundaries and update the Condition Report accordingly to establish Investment Budgets. Any repairs or replacements carried out since the report may not be captured when reviewing end of year Capex budgets.
* Carry out day to day maintenance (including minor painting) and report back to the Facilities Helpdesk any issues that require contractor attention, all concerns to be reported to the Asset Team Leader
* Assist and feedback any onsite project work by contractors ensuring a safe and satisfactory outcome, all queries and possible changes needed to be referred to the Asset Team Leader.
* Liaise with contractors and Service Leaders in relation to any onsite refurbishment/project work and confirm specifications have been met so invoices can be confidently signed off.
* Responsible for materials sourced from nominated suppliers using current trade agreement ensuring minimal stock levels are held.
* Carry out annual PAT testing of portable appliances to maintain compliance.
* Be responsible for the tools and equipment supplied by Community Integrated Care and maintain them in a good and safe condition. Notifying the line manager and responsibly disposing of damaged tools and equipment as necessary
* Use, operate and store all tools, equipment and materials safely and securely to comply with statutory regulations e.g., COSHH. Be aware of and adhere to the home security and emergency procedures and develop good working relationships with the staff in the homes
* Understand and follow all Community Integrated Care’s standards, policies and procedures to keep the people we support healthy, safe and well.
* Participate in their own development by actively engaging with learning and development process and opportunities including mandatory and best practice training opportunities

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**KEY REQUIREMENTS**

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| **1.** | **Qualifications** |  |
|  | Good GCSE standard of education | **E** |
|  | City & Guilds building related trade qualification | **D** |
|  | **LOCALISED/SITE SPECIFIC REQUIREMENTS** |  |
| **2.** | **Skills / Abilities** |  |
|  | Good interpersonal skills and good, clear verbal communication skills | **E** |
|  | Able to work well independently | **E** |
|  | Able to keep clear and accurate written records | **E** |
|  | Able to conduct a survey of a property to capture condition data | **E** |
|  | IT skills e.g. to amend or update a Word or Excel document | **E** |
|  | **LOCALISED/SITE SPECIFIC REQUIREMENTS** |  |
| **3.** | **Experience** |  |
|  | Joinery, plumbing painting and decoration experience | **E** |
|  | Experience of basic surveying and the recording of data | **E** |
|  | Liaising with contractors on site to agree works required | **E** |
|  | Liaising with contractors to sign off small sized projects | **E** |
|  | Ability to undertake minor property repairs | **E** |
|  | Experience of working under pressure/being tolerant | **E** |
|  | Experience of working in a care environment | **D** |
|  | **LOCALISED/SITE SPECIFIC REQUIREMENTS** |  |
| **4.** | **Knowledge** |  |
|  | Awareness of applicable legislation (H&S, manual handling, Asbestos, Legionella, Fire safety) | **E** |
|  | Familiar with office practices | **D** |
|  | Able to demonstrate an appreciation building / property maintenance requirements | **E** |
|  | **LOCALISED/SITE SPECIFIC REQUIREMENTS** |  |
| **5.** | **Personal Attributes** |  |
|  | Be willing to learn new things | **E** |
|  | Positive and helpful attitude | **E** |
|  | Be enthusiastic and have a good sense of humour | **E** |
|  | Be honest and reliable | **E** |
|  | Prepared to work flexibly to meet service needs | **E** |
|  | Smart, clean and tidy personal appearance | **E** |
|  | Careful and diligent | **E** |
|  | Adaptable to changing environments and self-motivated | **E** |
|  | Committed to personal development and training | **E** |
|  | Able to prioritise workload, take ownership though to completion | **E** |
|  | **LOCALISED/SITE SPECIFIC REQUIREMENTS** |  |
|  | May need Driving licence dependent on user requirements |  |
|  | May need knowledge of Epilepsy/brain injury/challenging behaviour for example |  |

**NB : This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.**

This Job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Charity and its services, as well as the personal development needs of the post holder.

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| **DATE PREPARED:** | 13th October 2022 |
| **PREPARED BY:** | John Robinson, Senior Property Manager |