



VICTORY SERVICES CLUB

JOB DESCRIPTION JOB TITLE

Job Title:	Responsible for:	Responsible to:
Multi-skilled Maintenance Technician (HVAC led)	Clubs internal planned preventative maintenance tasks and reactive maintenance tasks	Maintenance Team Leader / Facilities Manager

Primary Role:
To achieve the organisation's objectives and continuously improve its performance. Key Roles: <ul style="list-style-type: none"> • Implement change and improvement in services and systems. • Monitor, maintain and improve service and product delivery. • Create maintain and enhance effective working relationships. • Manage Information. • Exchange information to solve problems and make decisions.

Specific Tasks:
<ul style="list-style-type: none"> • Duty Facilities Operator in accordance with the Rota. • To undertake all general maintenance duties allocated by the Maintenance Team and Facilities Manager. • To assist the team leader keeping the PPM records up to date and in accordance with current legislation. • Delivery of all internal PPM tasks (specialising in Heating, Ventilation, Air Conditioning HVAC) as instructed by Maintenance Team Leader and Facilities Manager. • Responsible for fault finding on tasks and other maintenance issues and resolve in a timely manner • Assist with office and facility moves as required. • Respond where necessary to requests for maintenance assistance in a timely and professional manner from the Clubs departments. • To undertake all general maintenance duties allocated by the Maintenance Team Leader and Facilities Manager. • Order keep stock and control distribution of materials and items in conjunction with the Maintenance Team Leader. • Receive work schedule from the Maintenance Team leader or Facilities Manager, also to plan and prioritise own work schedules and respond to emergency work as appropriate. • Liaise with Front of House, House keeping, Maintenance and on-site contractors as appropriate. • To attend relevant training events and meetings as required. • Any other duties as appropriate to the post. • Carry out role of Member of the Club Fire Warden Team. • To conform to Staff Handbook for direction and guidance. • No staff managed. But will need to monitor on-site contractors.

Resources:
Hours of work: 40 hours per week. 5 days from 7 in accordance with the rota. (To cover period 7am to 7pm)

Health & Safety and Environment:
<ul style="list-style-type: none"> • Required to use energy resources efficiently and sparingly. • Recycle waste where appropriate and to stop or report any wasteful practices. • Ability to work both independently and as part of a team. • Adhere to the direction and guidance given in the VSC Staff Handbook.

- Fire Warden.

Previous Experience:
<p>Essential: Excellent knowledge and understanding of maintenance related tasks.</p> <p>Experience/Qualities:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Maintenance working and knowledge in the Hotel/Club environment (Essential) • Experience in the hospitality/leisure/tourism industries (Essential) • HVAC maintenance led experience (Essential) • Excellent communication skills • Knowledge of the Armed Forces • Good IT skills (Microsoft Office) <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of dealing with the public • Military experience/knowledge of the armed forces • Other desirable skills include general maintenance

Issued by (name/job title):	Signed:	Date:

Acknowledged by (name):	Signed:	Date: