



ESTATE MAINTENANCE PERSON

Salary: £25,000 per annum

Excellent benefits: Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, employee wellbeing & assistance program.

Are you looking to be a part of a warm, friendly team in a buzzing atmosphere? Do you enjoy working with people? We are currently seeking an Estates Maintenance Person to join our team here at The Meath Epilepsy Charity!

The Meath Epilepsy Charity is situated within 10 acres of land and comprises of 9 houses, office buildings and a Skills & Enterprise Centre. We are looking for someone who will assist in looking after and maintaining all these areas to the highest possible standards. Previous experience is desirable, but not essential.

About the role:

This is a full time position working **37.5 hours** over **5 days, Monday to Friday 9:00am - 5:00pm. One Saturday** to be worked **every 4 weeks**.

Key Responsibilities Include:

To assist with the day-to-day maintenance of the buildings and to carry out minor internal and external repairs such as:

- Tuning TVs, changing locks, repairing blinds/fitting curtains.
- Clearing blocked WCs, sinks, showers, guttering.
- Fitting up shelving, pictures and clocks.
- Moving furniture around site.
- General grounds maintenance.
- Assemble furniture.
- Planned maintenance tasks such as repairs or pre-planned maintenance.

Understanding the electrical/plumbing/drainage system such as:

- MINOR repairs to portable appliances – changing fuses/replacing lamps/bulbs.
- MINOR repairs to plumbing – replacing tap washers/taps/ball valves.
- Carry out monitoring of hot water/showers etc in conjunction with legionella monitoring programme and record results.
- Be aware of location of the fuse-boards, main switches etc.

Be aware and understand all on and off-site risk assessments.

Provide support in general for The Meath Epilepsy Charity, Skills & Enterprise Centre.

To be aware of Health & Safety procedures and to use safe systems of work and safe working practices.

To perform such other tasks as may be conducive to the proper performance of the duties of General Handy Person and such other tasks as may be assigned by the Estates Manager.