

## JOB DESCRIPTION

Job Title: Maintenance Colleague.

Responsible To: Facilities Supervisor, Marina & Facilities Operations Manager.

Responsible For: Facilities, Maintenance & Grounds.

Purpose of Job: To assist the Facilities Supervisor & Marina and Facilities Operations Manager with the Estates, Facilities and to some extent the Marina and Yard. Dealing with queries and ensuring your actions consistently achieve and deliver an impeccable product and service standard, to guarantee you meet and exceed guest expectations at all times.

### MAIN DUTIES:

1. To promote a helpful and professional image to the guest, and give full co-operation to any guest requiring assistance, with a prompt caring and helpful attitude.
2. To act as a representative for Portavadie and deal with guest queries, to ensure that impeccable service is delivered at all times.
3. To assist the Supervisor and Manager, to ensure all contractors attending site are met and signed in/out.
4. To assist the Supervisor & Manager, to ensure all records are kept up to date and maintained in regard to fuel, electricity, Legionella, Plant, Vehicles etc.
6. To help out and undertake Facilities duties and maintenance tasks, to ensure upkeep and presentation are to the highest levels.
7. To undertake planned and reactive maintenance to hardware, plant and vehicles.
10. Maintain Safe working practices within the Marina as indicated in all Health & Safety guidelines and Standard Operating Procedures. Where appropriate ensure basic PPM maintenance is undertaken in line with all manufacturers' guidelines.
11. To assist the Supervisor and Manager to identify and report maintenance requirements/hazards in the work place and to follow up to ensure zero defects.
13. To maintain regular and effective communication within the team and at all levels by participating in daily briefing sessions and monthly minuted focus meetings. To attend all meetings when required.
14. To comply with the statutory and legal requirements for fire, health and safety, licensing and employment.

### OTHER DUTIES:

1. Ensure safe working practices are adhered to at all times, as laid down by the Health & Safety at work Act 1974 and any other amendments to this Act.
2. Attend and assist as required with regular departmental and Health and Safety training sessions.
3. Attend/assist with monthly departmental Focus Meetings.
4. Ensure departmental and standards of personal hygiene and appearance are maintained within the department, e.g. appropriate uniform is both clean and ironed, clean hair, correct footwear, name badges are worn and no body odour.
5. Maintain a good working relationship with all colleagues and departments
6. Keep department operating expenses to a minimum by controlling the use of lighting, heating, cleaning material and equipment.

7. Undertake any other reasonable duties as may be requested by management from time to time.