



JOB DESCRIPTION

Post Title: Maintenance Support Person
Hours: Full-time (40 hours per week)
Salary: £14.04 - £15.57 dependant on experience
Term: Permanent
Responsible to: Facilities Manager

Main purpose of this post

CSA has a dedicated, passionate team of employees, co-workers and short-term volunteers, based across three campus sites approximately 6 miles west of Aberdeen City.

A vacancy has arisen within the CSA Facilities Team for an experienced, motivated, and adaptable Maintenance Support person. The role involves a wide variety of work from day-to-day maintenance/repairs to supporting the manufacture/installation of more bespoke solutions to meet individual needs. The role also requires someone who is willing to do wider Maintenance tasks including general Plumbing and Electrical work both indoors and outdoors in all weather.

Additional training and support will be available to the right candidate.

Key Responsibilities

- Care for, maintaining and upgrading our Facilities as directed across the campuses of CSA.
- Ensure that all work meets Health and Safety requirements according to current legislation/regulations and CSA policies.
- Ensure equipment, tools and vehicles are correctly used and maintained.
- Engage with the wider CSA Facilities Team.

Accountability

- Commitment to CSA ethos and values.
- Comply with the CSA Health and Safety policies.
- Maintain confidentiality.
- Read, understand, and work with CSA policies, as required

Essential skills for this post

- Competent person with a proficient level of knowledge of Joinery, Maintenance, Plumbing and Electrical works.
- Ability to work in a positive and supportive working environment as part of a small team.
- Ability to work individually and use own initiative.
- Physically fit and able to conduct manual tasks.
- Adaptable to changing work priorities to meet the needs of CSA.
- Willing to undertake other maintenance/repair tasks as required within skill set.
- Willing to work additional hours on the rare occasion this may be required.
- Excellent communication skills

Personal Qualities

- Passion for general maintenance and repair work
- Self-motivated
- Reliable
- Resilient
- Adaptable
- Willingness to work outdoors in all weathers as and when required
- Current full UK driving licence required

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken by the post holder as requested.