

Job Description

Job Title:	Repairs and Maintenance Officer
Reports to:	Conservation and Estates Manager
Directorate:	Community and Conservation
Position Type:	Full Time 37.5 hours per week
Pay	£28,500 - £31,000

Role Summary

The Repairs and Maintenance Officer is responsible for the delivery of responsive, planned and cyclical repairs and maintenance across Port Sunlight Village Trust's housing stock, principal buildings and estate infrastructure.

Working within the Community and Conservation Directorate and reporting directly to the Conservation and Estates Manager, the postholder will ensure that repairs, maintenance and refurbishment works are delivered safely, efficiently, on time and within budget whilst meeting the high standards expected within Port Sunlight's unique historic environment.

The role manages day-to-day repairs, void property refurbishment, planned maintenance programmes and statutory compliance servicing, liaising closely with contractors, tenants, residents and colleagues to ensure excellent customer service and value for money.

Whilst working on Grade II listed buildings and within a designated Conservation Area, the postholder will ensure maintenance activities comply with agreed conservation standards and statutory requirements.

Key Accountabilities

1. Deliver an efficient, responsive repairs and maintenance service across PSVT's residential properties, principal buildings and estate assets.
2. Manage planned, cyclical and reactive maintenance programmes to ensure assets are safe, compliant and well maintained.
3. Inspect void properties, prepare schedules of work and coordinate refurbishment programmes to meet agreed re-let timescales.
4. Prepare specifications, obtain quotations and tenders, appoint contractors and monitor works to ensure they are completed safely, on time, within budget and to the required standard.
5. Manage statutory compliance programmes including gas, electrical, fire safety, lift servicing and other required inspections, ensuring accurate records are maintained.
6. Monitor maintenance budgets, authorise invoices within delegated authority and ensure value for money in all maintenance activities.
7. Oversee repairs and maintenance to roads, footpaths, garages and other estate infrastructure maintained by PSVT.

8. Ensure all works comply with Health & Safety legislation, construction regulations, PSVT policies and agreed conservation requirements.
9. Build positive working relationships with tenants, residents, contractors and colleagues, providing excellent customer service and clear communication throughout repair works.
10. Maintain accurate property and maintenance records and contribute to the effective management of PSVT's property assets.
11. Support the Conservation and Estates Manager in delivering maintenance priorities and continuous improvements to the repairs service.
12. Undertake any further duties determined as reasonable and necessary in the fulfilment of the role.

Person Specification

Essential

- Experience of property repairs, maintenance or building construction.
- Experience of managing maintenance contractors.
- Experience of preparing work specifications and obtaining quotations or tenders.
- Good understanding of planned, responsive and cyclical maintenance.
- Knowledge of current CDM and Health & Safety legislation relating to construction and maintenance.
- Experience of managing maintenance budgets.
- Good IT skills including Microsoft Office.
- Excellent organisational and prioritisation skills.
- Strong communication and customer service skills.
- Ability to work independently and manage competing priorities.

Desirable

- Experience working with historic or listed buildings.
- Knowledge of social housing maintenance.
- HNC/HND or equivalent qualification in Building Studies, Construction, Surveying or a related discipline.
- Understanding of procurement processes.
- Experience using housing or property management software.
- Knowledge of compliance management systems.

All Port Sunlight Village Trust employees must meet the following core competencies:

- **Customer Focus** Through provision of excellent customer service, ensures the Customer is at the heart of everything we do.
- **Teamwork** Works collaboratively across the organisation to achieve PSVT's goals and objectives.
- **Making things happen** Has a can-do attitude to the role and identifies solutions to maximise performance in a timely manner.
- **Role Model** Represents PSVT at all times, and acts in manner that is professional, courteous, and helpful.

Port Sunlight Village Trust Values:

- We are a respectful and welcoming organisation that values inclusivity and fairness.
- We thrive on collaborative communication, partnerships, and creative problem solving.
- We are a progressive community that encourages innovation, learning, and action for the future.
- We are genuine in representing Port Sunlight with honesty, transparency, and a willingness to listen.

Our commitment to you

Port Sunlight Village Trust is committed to ensuring that our recruitment processes for both paid and voluntary positions are equitable and accessible. If you need additional support or guidance with your application, please do get in touch with us. Individuals are encouraged to apply for all positions regardless of age, disability, sex, gender reassignment, sexual orientation, offending background, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships. We will make all reasonable adjustments to enable individuals to carry out their roles effectively.

Standard Checks (as applicable to role)	
Right to Work in UK	Yes
DBS (Standard CRB Check)	N/A
DVLA	N/A
Qualification	Yes
Employment History / References	Yes