



Job Description

Company	Gloucester Rugby
Job Title	Maintenance Assistant
Line Manager Title	Facilities Team Leader
Department	Operations
Grade	TBC
Number of Direct Reports	0
Number of Indirect Reports	0
Budget Accountability	None
Working pattern required	Full-time, to include match days, evenings, and weekends

Main Purpose of the Job

What is done, for what piece of the business, why?

We are looking for a reliable Maintenance Assistant to undertake upkeep and repair tasks for the interior and exterior of the stadium and training ground. They will be relied upon to keep all facilities in perfect condition.

Key Accountabilities

Describe the key deliverables to be achieved by the post holder and the ongoing responsibilities of the role

- Changing light bulbs and ensuring that other fixtures and fittings are in good working order.
- Basic electrical works and checking compliance with electrical contractors.
- Minor plumbing works.
- Carpentry works as and when needed, to include door maintenance, shelving, and fencing.
- Clearing and cleaning general areas to include keeping storage and fire exits clutter-free.
- Assembling furniture or equipment.
- Garden landscape installation and maintenance.
- Footpath and car park maintenance.
- Undertaking projects as and when asked by the Facilities Team Leader.
- Painting and decorating.
- Repair of equipment and appliances.
- Keeping gutters clear and free of debris.
- Undertake duties as assigned or emergency tasks e.g., shoveling snow.
- Keep the Operations Manager up to date with jobs completed and what still needs to be done, and reporting major repairs.
- Supervising and showing round contractors that are on site, making sure of adherence to health and safety regulations.

Health and Safety at Work

To comply with the requirements of the Health and Safety at Work Act 1974 and associated legislation, you must adhere to the company's safety rules and procedures and take all reasonable care to protect the safety of yourself and others.

Qualifications, Experience & Knowledge

List any academic or practical education required to perform the role. What experience does the position require the job holder to have obtained in past roles within or outside of the organisation that would demonstrate a level of proficiency.

- Previous experience in general maintenance is essential.
- Well organised.
- Attention to detail.
- Ability to resolve problems and adhere to health and safety guidelines.
- Ability to deal with outside contractors and maintenance workers.
- Experience with hardware tools and electrical equipment.
- Physically capable of working with machinery or moving heavy equipment within health and safety guidelines.
- Able to work as part of a team.
- Good communications skills.
- Full, clean driving license.
- Ideally, an access platform certificate.