

**Maintenance Person  
Job Description  
Deadline 28<sup>th</sup> April 2021**

<b>JOB TITLE:</b>	Maintenance Person
<b>EMPLOYMENT BASIS:</b>	Full-Time
<b>DIVISION:</b>	Central Office
<b>REPORTS TO:</b>	Administration Manager

**ROLE PROFILE:** To carry out general maintenance works at Fondazzjoni Sebħ in a diligent and safe manner.

**TERMS AND CONDITIONS:** The appointee is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to twelve months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

**KEY RESPONSIBILITIES:**

- To attend to the general maintenance duties as instructed by his superiors, including moving of furniture, basic electrical work, general plumbing works, painting and equipment repairs;
- To transport furniture, equipment and any other items as instructed by his superiors;
- To perform basic duties in carpentry;
- To install/repair basic wiring, switches, fixtures and other electrical devices;
- To perform general plumbing works;
- To perform maintenance on doors, windows and other building repairs;
- To assemble furniture and equipment;
- To paint, and decorate rooms, offices and corridors etc.
- To ensure that all equipment used for carrying out of his duties such as hand tools are properly maintained at all times;
- To suggest additional repairs when identified and needed;
- To supervise/assist outside contractors, or during installation of fixtures/equipment on the premises of Fondazzjoni Sebħ;

- To purchase materials required for maintenance works after obtaining an approval from his superiors, and subsequently check invoices of materials bought;
- To run errands as and when required;
- To ensure that all work is carried out in a safe manner both for himself, as well as for other members of staff;
- To follow closely health and safety operational standards;
- To report to his superior on jobs undertaken, especially once the job has been concluded so as to be recorded that the job has been finished;
- To observe and implement established policies and procedures;
- To support his direct superior and other colleagues;
- To carry out other miscellaneous duties which may be assigned to him from time to time.

**SKILLS AND PERSONAL ATTRIBUTES:**

- A can do attitude;
- Effective team working skills;
- Ability to meet deadlines;
- Ability to communicate effectively with others;
- Ability to remain patient, objective and positive under pressure;

**HOW TO APPLY:**

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2021/09, together with your CV and the contact details for 2 Referees to:

Elmer Stanmore  
Central Office Senior Manager  
Fondazzjoni Sebħ  
Email: [info@sebh.mt](mailto:info@sebh.mt)

*The Job Description will be reviewed on a regular basis and may be amended by the Senior Management Team of Fondazzjoni Sebħ to reflect the needs of the service. This job description should be read in conjunction with the contract of service.*

*Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission. This role is subject to the background checks stipulated by the Protection of Minors (Registration) Act 2011, and any other applicable law.*