

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Person

**DEPARTMENT:** Maintenance

**RESPONSIBLE TO:** Director, Operations Manager and Caravan Park Manager

**WAGE:** TBA

### **JOB PURPOSE:**

To be part of the maintenance team which carries out the maintenance, installation and operation of equipment, rides, attractions and buildings at Woodlands Leisure Park and Woodlands Grove Caravan Park.

### **CONDITIONS:**

Woodlands is a busy 100acre Leisure & Caravan Park. The Maintenance Department currently consists of 3 full time staff, with a part-time member of staff and self-employed Contractors sometimes working on site.

There is a workshop with a variety of equipment. There are a number of fairground-type rides, attractions, play equipment, zoo-farm, catering areas, shower & toilet blocks, laundry machines, low-voltage appliances, tanks, pumps, electrical systems, plumbing, fencing and buildings, all of which may need attention at various times. Most years we have ride or construction projects which the maintenance team are involved with in conjunction with the Director and Managers. The Leisure Park is at its busiest during the main summer months, particularly the school holidays, though the winter can be busy with ongoing maintenance and construction of new attractions. The Maintenance team members work alongside the Managers, Contractors and other staff.

### **HOURS:**

This is a full-time position, 5 days per week. The start time is normally 8am. Finish times vary according to the time of year to ensure the smooth operation of the Park, approximately 5.00 pm. Sometimes longer hours are required at busy times, when breakdowns occur or when deadlines are approaching.

Wages can be discussed at the interview stage. Due to the nature of the Tourism Industry it is important that all staff have a flexible approach to their work and be prepared to work Bank Holidays and at least one weekend day. You would need to work on Sundays each week and occasionally on Saturdays. There are a total of 28 days paid holiday per year, these cannot be taken during the school holidays or bank holidays as these are our busiest times. We close for several days over Christmas, this year it is the 23<sup>rd</sup> to 26<sup>th</sup> December and the 1<sup>st</sup> January. Bank holidays are treated as normal working days, there is not an overtime rate of pay. There is a company pension scheme. There is a half an hour unpaid lunch break. When the Leisure Park is open, there is the opportunity to purchase food for lunch with a 50% discount.

### **SKILLS:**

1. A practical hands-on approach.
2. The ability to communicate and negotiate with suppliers, contractors, staff, Managers and Directors
3. The ability to work as part of a team or alone.
4. Experience with fairground-type rides, low-voltage appliances, etc.
5. To have a maintenance, engineering or leisure park background or similar.
6. A good understanding of welding, plumbing, electrics, mechanics, engineering, etc.
7. Good organisational & planning skills.

8. A flair for problem solving.
9. Methodical approach with good attention to detail.
10. Full driving licence and the ability to tow and drive a variety of vehicles.
11. Computer literate to research products and solutions on-line.
12. Cheerful, confident personality with a 'can-do attitude'.
13. Able to work flexible hours.
14. The ability to remain calm and level headed in demanding situations.

We have a full-time person in charge of painting, a full-time person who mainly is responsible for vehicle maintenance and welding and a part-time person who helps out with general maintenance; in addition, we have a Maintenance Person who can come in at busy times. We also have self-employed Electricians and Carpenters who are often working on site. We are therefore looking for a Maintenance Technician to mainly be able to cover the other tasks in the park. The position we are looking to fill would have skills in ride/attraction maintenance, plumbing, engineering, building maintenance, etc. Although experience is essential, an interest and desire to learn are just as important.

### **WORK TASKS:**

This is a multi-faceted role. Some of the time you will be directed as to the jobs that need to be done but most of the time you will plan and organise your own workload. The Director and other Managers can provide guidance and background information on the organisation of some of the work tasks when required.

In the Leisure Park, there are many rides, attractions, equipment, machinery and buildings that all require maintenance/installation tasks from the Maintenance Department. On the Caravan Park, it would include tasks involving the facilities buildings, showers, sinks, toilets, chemical disposals, water tanks and water pumps.

It is not possible to list all the tasks the Maintenance Technician could be involved with, it would be helpful to have a look at both of our Leisure Park and Caravan Park websites, see [www.woodlandspark.com](http://www.woodlandspark.com) and [www.woodlandsgrove.com](http://www.woodlandsgrove.com). Whilst the Maintenance Technician is not necessarily expected to be able to carry out all the tasks, they would need to have a good understanding of what is involved in carrying out of the tasks. The following is by no means a comprehensive list, as the role is extremely varied.

1. To carry out and record safety/maintenance checks and repairs.
2. To examine any faulty equipment/machines and repair. When breakdowns occur, there is the need to assess the problem and formulate a plan of action, in order to get the piece of equipment back into operation as quickly as possible.
3. Depending on aptitude: to carry out or organise electrical, plumbing, mechanical, engineering, building jobs.
4. To assist in the construction of any new buildings and rides.
5. There is some telephone and internet work, placing orders with suppliers, negotiating prices and researching products and finding solutions to problems.
6. Taking part in training courses such as first aid, fire safety and the operation of various pieces of equipment, e.g. forklifts, teleporters, access platforms, etc.
7. Assisting with construction of attractions related to special events such as Easter, Halloween and Christmas.
8. Transporting parts, tools and stock around the Park using a utility vehicle.
9. Carrying out other duties that may be required from time to time.