



THE ISLE OF GIGHA HERITAGE TRUST

JOB DESCRIPTION:

Job Title:	Maintenance Operative
Date:	July 2023
Reports to:	Housing & Estates Manager
Salary:	A minimum of the Real Living Wage (£10.90) will be offered but a salary will be negotiated based on experience and qualifications.
Hours:	Full time permanent – 35 hours per week. Opportunity for flexible hours.
Location:	Isle of Gigha
Job purpose: to deliver estate maintenance to the Isle of Gigha Heritage Trust grounds, tracks, housing, and buildings.	
Core Responsibilities: These are the core responsibilities for this role and is not an exhaustive list. The post holder will be required to undertake any other tasks as requested. <ul style="list-style-type: none">• Undertaking general estate repairs to grounds, tracks, buildings, and other assets as and when required.• Respond to maintenance reports by carrying out investigations and making recommendations to the Housing and Estates Manager.• Advise on materials and equipment required to fulfil the job and advise on necessary stock items to be held in the workshop.• Assuring the Trust workshop and vehicles are tidy and in full working order.• Weeding, grass cutting and strimming.• Clearance of drains and ditches and repairs to tracks.• Provide support in building and repairing of key paths, fences, and gates.• Contact and liaise with contractors for specific tasks as agreed.• Maintain a log of maintenance tasks and agree priorities with the Housing & Estates Manager.• Assist with annual property surveys and log any property issues raised throughout the year.• Ensure all tasks are completed in a timely manner subject to available resources.• Assist the Achamore Gardens team and Countryside Ranger Service with relevant tasks.• Use company vehicles as required, including the Trust van and tractor.• Be responsible for ensuring that all personal protective equipment and clothing is worn and kept in a serviceable condition and to a good degree of cleanliness.• Completing risk assessments as required ahead of works being carried out.• Always complying with Health and Safety and GDPR legislation.• Be willing to undertake new training opportunities.• Support development of all policies and procedures related to this role, including health and safety.• Constructive and supportive interaction with all Trust employees and island residents.	