

Property Maintenance - Caretaker

Donington, Lincolnshire, PE11 4TA

Hours: Part-time or full-time available

Salary: £15.00 - £18.00 PH (DOE)

About Us:

Due to the continued success and innovation within our established family run business we have some new and exciting opportunities available. With over 150 years as market leaders of bespoke timber windows and doors, we not only pride ourselves with the quality and high standards of our products, we also go a long way to ensure that our “extended family” are happy within their roles and environment. The family ethos running through and through across the group, whether working alongside the MD in the factory or discussing the development, innovation and future of the company.

Main Job Purpose:

Responsible for ensuring that group property/ buildings meets agreed standards are maintained and complies with all Company policies, procedures, and requirements for a safe and well-maintained working environment.

The primary role of a Property Maintenance Caretaker is to optimise property condition and quality and to ensure the building is kept in a safe working condition. Property Maintenance Caretaker needs to maintain a high level of quality, providing maximum satisfaction to customers, clients, guests, and team. They will understand the mechanism of buildings including electrical, plumbing, plant, safety systems and equipment. They will provide first and immediate response to fault finding, whilst maximising quality and ensuring cost effectiveness. They will ensure prevention of major damage that could result in extensive costs and minimise reactive intervention.

Essential Requirements:

- Full UK Driving licence.
- Experience of working within a similar role / environment – property maintenance caretaker.
- A trade-based qualification – multiskilled background i.e., carpentry, bricklaying, plumbing, electrical safety, groundworks, drainage, painting, patch plaster, flooring, roofing, guttering etc.
- Key Holder.

Desirable Requirements:

- Live within 30 minutes of the site location – PE11 4TA.
- FLT licence.
- MEWP/IPAF License.
- PAT Test Qualified.
- Plumbing/Gas/Electrical Qualified.

Role Accountabilities

- A Property Maintenance Caretaker will use their knowledge and understanding of multiskilled property maintenance.
- Understand and demonstrate the importance of Health and Safety in the workplace.
- Comply with organisational safety, policies and procedures and identify hazards and reduce them.
- Consider safety compliance with a diverse sector of client groups.
- Understand and demonstrate the importance of working safely at height.
- Carry out repairs to the fabric of a building, for example repairs to walls, doors, door-frames, skirting boards, plaster damage to internal walls etc.
- Understand and maintain plumbing and drainage systems, for example repairs to WC systems, leaking taps or water testing and unblocking drains.
- Maintain high levels of water hygiene within a building.
- Understand and maintain plant, safety systems and equipment.
- Demonstrate and implement energy, environment, and sustainable practices.
- Understand and maintain grounds and external fabrication of a building, such as drainage and guttering.
- Understand and demonstrate the safe use of hand tools, for example screwdrivers, power drills, pliers, paper strippers and a variety of other tools used in plumbing and carpentry.
- Demonstrate and understand the importance of the control of resources and stock.
- Understand and demonstrate the principles of Planned Preventative Maintenance.
- Understand how to prepare for refurbishment or deep clean of equipment and surfaces.
- Carry out repairs and reactive maintenance.
- Understand the importance of customer service.
- Carry out weekly/monthly statutory checks across the group.
- Maintain accurate information in relation to the water meters across the group.
- Ensure site safety and security across the group.

Behavioural Attributes:

- Have a flexible attitude.
- Commitment to quality and excellence.
- Ability to perform a variety of tasks and manage workload against service level agreements and timescales.
- Ownership of work and follow through to a satisfactory conclusion.
- Client/Customer focus and interaction.
- Ability to create effective working relationships.
- Aptitude for problem solving.
- Ability to comply with company policies and procedures.
- Ability to control and influence within remit.
- Shows respect for all stakeholders.

Interpersonal Skills

- Take ownership of situations.
- Work independently and as part of a team.
- Communicates effectively either verbally or in writing.

- Problem solving approach.
- A drive for efficiency and value for money.
- Communicate effectively at all levels.
- Adaptability.
- Ability to understand limitations within the role.
- A drive for quality and excellence.

For the right candidate we offer:

- Wellbeing support
- **MetLife** (access to online GP, bereavement guidance & more)
- **MHFA England** Mental Health First Aiders
- **Perks at Work** – Discount Scheme
- **Holidays:** 21 days

We invest in our people by providing career development, leadership training, and a supportive work environment that values family, sustainability, and innovation. If you're passionate about technical excellence, sustainability, and working in a close-knit team, apply today and help us build a better future for our customers and the environment.

For more information or to apply, please send your CV and completed GB Group Application Form to HR@gbstp.com.

We look forward to welcoming you to the GB Group!

****NO AGENCIES PLEASE****