



JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Maintenance Operative
Department:	Maintenance Department
Contract type	Permanent
Site:	SWFC Training Ground and Stadium.
Working Hours:	40 Hours per week Mon to Friday, Plus Match days as required.
POSITION IN THE ORGANISATION	
Reports to:	Maintenance Supervisor
OVERALL, PURPOSE OF JOB	
<p>The Maintenance Operative will be required to carry out duties in a competent and consistent manner to ensure a safe and secure environment is always maintained throughout SWFC stadium and training ground, ensuring the successful and safe delivery of all matches and other stadium events.</p> <p>You will be required to be confident handling tasks including electricity, carpentry, plumbing, painting and be confident with working at heights</p> <p>You will be able to confidently handle repairs and keep SWFC buildings, facilities, and equipment in a good and safe working order.</p> <p>You will need to be reliable, collaborative, motivated and take pride in your work.</p> <p>You will be required to be flexible, working across both the SWFC stadium and training ground sites. Possible out of hours may be required.</p>	
GENERAL DESCRIPTION – TASK RELATED	
<ul style="list-style-type: none">• Inspects the building, grounds, and equipment.• Handles necessary repairs and maintenance.• Installs equipment and appliances.• To contribute to identifying and undertaking initiatives aimed at improving the efficiency and effectiveness of service delivery.• Keeps a maintenance log and writes job reports as requested.• Reports any issues to the Maintenance Assistant Manager.• Inspect and maintain building systems as per regulations require.• Contribute to the development of maintenance budget and ensure compliance.• Responds to repair and maintenance requests in a timely fashion.• Follow instructions requested by the Maintenance Assistant Manager.• Collaborate with the maintenance team and sub-contractors as required.• Read and follows manuals, blueprints, and other written instructions.• Use equipment, including power tools, hand tools, and plumbing tools.• Perform cleaning activities as required.• Assist in the checking of control panels and electrical wiring to identify issues and rectify where possible.	

Sheffield Wednesday Football Club

Hillsborough, Sheffield, S6 1SW

Telephone: 03700 20 1867

Website: www.swfc.co.uk

Registered in England No. 02509978



- Conduct maintenance tasks such as replacing light fittings and lamps.
- Maintain, service, clean and properly store equipment.
- Check functionality of safety systems (e.g., fire alarm)
- Participate in multiple projects (e.g., renovations)
- Ensure adherence to quality standards and health and safety regulations.
- To adhere to company policies and procedures. Including the responsibility to report any safeguarding concerns.
- To maintain confidentiality regarding Club affairs.
- You will be expected to seek ways of updating and improving your personal development gaining knowledge and understanding relevant to your own job role.
- To embed a diverse culture that supports fairness in line with the Clubs values and behaviours and best practice.
- To adhere to all SWFC polices and procedures, including our Club safeguarding practices and reporting of concerns.
- To promote a professional image of the Club and themselves at all times.
- Perform other related duties and activities as required.
- To work home match days if required.

QUALIFICATIONS, SKILLS & EXPERIENCE:

- Previous working experience within a Maintenance Team.
- A trade qualification would be advantageous.
- Knowledge of HVAC, plumbing and electrical systems are desirable.
- Hand on experience with hand and electrical tools
- Good communication and interpersonal skills
- Collaborates with maintenance workers, maintenance managers and other departments.
- Assist and oversee sub-contractors.
- Knowledge of buildings maintenance.
- The post holder must be reasonably fit as the role requires lifting and carrying, working outside when required and the use of machinery for long periods.
- Must hold a valid full driving licence and be willing to learn to drive other types of vehicles as and when required the club.

Sheffield Wednesday Football Club (SWFC) is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This post may be subject to a criminal record check or an enhanced DBS check.

SWFC is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please complete our application form and send your CV to vacancies@swfc.co.uk.

[A shortlist of suitable applicants will be completed shortly after the closing date and successful candidates will be contacted about the interview process.](#)

Closing date: **Monday 25th September 2023**

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