



SAUNDERSFOOT HARBOUR

and the

WALES INTERNATIONAL COASTAL CENTRE

Maintenance Assistant

Salary: £21,294 pa

Role: Full Time, Permanent

Saundersfoot Harbour are seeking a Maintenance Assistant to join the Facilities Team which looks after the development, operation and ongoing maintenance of the Harbour's terrestrial facilities.

The **Wales International Coastal Centre** is a £10 million development funded by EU Funding Bodies, Welsh Government, and Coastal Communities Fund, and is comprised of four linked facilities including tourist attractions, a number of hospitality elements and tenanted commercial premises.

This is a full-time position working 37.5 hours a week. Days and hours of work to be discussed and agreed with the successful applicant on appointment.

Duties:

- Assisting with the facilities management, health and safety procedures and day-to-day operation of the Harbour premises.
- Carrying out general maintenance and repairs of the Harbour's buildings and facilities, both scheduled and reactive.
- Procurement of appropriate equipment, materials, fixtures and fittings and maintaining an appropriate stock of these in order to carry out immediate repairs and replacements.
- Investigating faults or issues to resolve and avoid recurrences in future, and reporting findings to the Facilities Team.
- Maintaining up-to-date records of health & safety, fire, security, and maintenance checks in both hard copy and digital form via the Harbour's Business Management software.
- Organising certification, reviews/checks and third-party maintenance when required.
- Liaising with the Harbour's contractors, stakeholders, and customers.
- Acting as Fire Marshal, and being a point of contact in emergencies.
- Assisting with the networked locking system and issuing keys using the system software, as well as physical keys, and maintaining accurate key-holding records.
- Assisting with event/meeting/conference set up and take down.
- Any other duties that are appropriate to the post.

Experience:

- A good level of maintenance or DIY skills are essential, with the ability to work methodically, tidily and quality check.
- Experience of working in a maintenance or caretaking role or similar is desirable.
- Ability to work safely and to health and safety guidelines, and company procedures.



- Computer skills and familiarity with the Microsoft Office suite are essential.
- Ability to use databases and software is essential as the successful candidate will be required to use Business Management Systems and Access Control Software on a daily basis.
- Ability to deal with enquiries and complaints and remain calm and respond positively to challenging situations.
- Strong attention to detail, organisational and administrative skills with the ability to prioritise and multi-task while maintaining a high degree of responsibility and confidentiality.
- A flexible, friendly and confident manner with good interpersonal skills when relating to the public and staff.
- A self-starter and team player with a positive, enthusiastic, and creative hands-on approach to problem solving and decision making.
- Ability to manage a varied workload in a busy environment.
- This is an active role and will require a good level of fitness.

This role may involve weekend and bank holiday, and occasional evening work, and requires a flexible approach.

Personal Qualities and Attributes:

An understanding and commitment to equal opportunities; understanding of Health and Safety and Risk Assessment processes and GDPR; results oriented; self-motivated; ability to work under pressure; integrity; fairness and consistency; willing to learn new skills, where necessary, to effectively undertake the role.

This job description is not intended to be exhaustive and in addition to these functions, the post holder is required to carry out such other duties as may reasonably be required, provided it is within their competence and /or training will give that competence.

This post has been made possible due to the development of the new Harbour facilities with support from Welsh Government European Funding and the Coastal Communities Fund.

To apply, please send your CV to Carys Mills via email to cmills@saundersfootharbour.co.uk or post to Harbour Office, Marine Centre of Excellence, Saundersfoot Harbour, Saundersfoot SA69 9HE. The deadline for applications is **Wednesday 28 June 2023 12 noon**.