

Maintenance Person Job Description

JOB TITLE:	Maintenance Person
EMPLOYMENT BASIS:	Full-Time
DIVISION:	Central Office
REPORTS TO:	Central Office Manager or his/her delegate
ROLE PROFILE:	To carry out general maintenance works at Fondazzjoni Sebh in a diligent and safe manner.
TERMS AND CONDITIONS:	The appointee is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to four months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta.
KEY RESPONSIBILITIES:	<ul style="list-style-type: none">• To attend to general maintenance duties as instructed by his/her superiors;• To move, transport furniture, equipment and any other items as instructed by his/her superiors;• To perform basic duties in carpentry;• To perform basic electrical works;• To perform general plumbing works;• To perform maintenance on doors, windows and other building repairs;• To assemble furniture and equipment;• To paint, and decorate rooms, offices and corridors etc.• To ensure that all equipment used for carrying out of his/her duties such as hand tools are properly maintained at all times;• To suggest additional repairs when identified and needed;• To supervise/assist outside contractors, or during installation of fixtures/equipment on the premises of Fondazzjoni Sebh;• To purchase materials required for maintenance works after obtaining an approval from his superiors, and subsequently check invoices of materials bought;• To run errands as and when required;

- To ensure that all work is carried out in a safe manner both for himself/herself, as well as for other members of staff;
- To follow closely health and safety operational standards;
- To report to his/her superior on jobs undertaken, especially once the job has been concluded so as to be recorded that the job has been finished;
- To observe and implement established policies and procedures;
- To support his/her direct superior and other colleagues;
- To perform handy person duties when the Fondazzjoni Sebh handy person is unavailable;
- To carry out other miscellaneous duties which may be assigned to him/her by his/her superiors from time to time.

MINIMUM

REQUIREMENTS:

Possession of a clean and valid driving licence, recognised and valid for driving in Malta, is essential for the performance of the duties of this role.

SKILLS AND PERSONAL ATTRIBUTES:

- A can do attitude;
- Effective team working skills;
- Ability to meet deadlines;
- Ability to communicate effectively with others;
- Ability to remain patient, objective and positive under pressure;

HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2025/10, together with your CV and the contact details for 2 Referees to:

Elmer Stanmore
Central Office Senior Manager
Fondazzjoni Sebh
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by the Senior Management Team of Fondazzjoni Sebh to reflect the needs of the service. This job description should be read in conjunction with the contract of service.

Fondazzjoni Sebh's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission. This role is subject to the background checks stipulated by the Protection of Minors (Registration) Act 2011, and any other applicable law.

Registered Organisation: **VO/1622**
Member of the International Catholic Child Bureau

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