Maintenance Person
Job Description

JOB TITLE:	Maintenance Person
EMPLOYMENT BASIS:	Part-Time Casual
DIVISION:	Central Office
REPORTS TO:	Central Office Manager or his/her delegate

ROLE PROFILE: To carry out general maintenance works at Fondazzjoni Sebħ 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 part-time and subject to four months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

KEY RESPONSIBILITIES:

- 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 undertake basic electrical maintenance tasks that do not require a licensed electrician, and assisting licensed electricians where more complex works are necessary;
- To perform general plumbing works;
- To perform maintenance on doors and windows;
- To perform 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 Sebħ;

- 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.
- Proven experience in general maintenance duties.
- Good proficiency in the English language, both written and spoken, is required.
- Knowledge of the Maltese language will be considered an asset.

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/2026/14, together with your CV and the contact details for 2 Referees to:

Elmer Stanmore
Senior Manager Support Services
Fondazzjoni Sebħ
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 Sebħ to reflect the needs of the service. This job description should be read in conjunction with the contract of service.

Fondazzjoni Sebħ'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.

Fondazzjoni Sebħ is an equal opportunity employer. Applicants must hold a valid and unrestricted right to work in Malta at the time of application. This includes Maltese nationals, EU/EEA and Swiss nationals, and third-country nationals with work authorisation or long-term residency that is not dependent on employer sponsorship.
Due to operational constraints, Fondazzjoni Sebħ is generally unable to sponsor work authorisation processes, including, without limitation, Single Permit applications and employment licence applications. In exceptional cases, where a candidate's qualifications demonstrate outstanding merit and Fondazzjoni Sebħ is able to meet all regulatory requirements, limited discretionary support for sponsorship may be considered. Such cases are strictly limited and assessed individually.