THE ISLE OF GIGHA HERITAGE TRUST

JOB DESCRIPTION – MAINTENANCE OPERATIVE

Job Title:	Maintenance Operative
Date:	July 2025
Reports to:	Housing & Estates Manager
Salary:	£30,000 pro rata + can be negotiated based on experience and qualifications
Hours:	30 hours per week
Location:	Isle of Gigha
Job purpose: to deliver estate maintenance to the Isle of Gigha Heritage Trust grounds, tracks, housing, and buildings.	
Core Responsibilities: These are the core responsibilities for this role and is not an exhaustive list. The post holder will be required to undertake any other tasks as requested. • Undertaking general estate repairs to grounds, tracks, buildings, and other assets as and when required. • Respond to maintenance reports by carrying out investigations and making recommendations to the Housing and Estates Manager. • Advise on materials and equipment required to fulfil the job and advise on necessary stock items to be held in the workshop. • Assuring the Trust workshop and vehicles are tidy and in full working order. • Weeding, grass cutting and strimming. • Clearance of drains and ditches and repairs to tracks. • Provide support in building and repairing of key paths, fences, and gates. • Contact and liaise with contractors for specific tasks as agreed. • Maintain a log of maintenance tasks and agree priorities with the Housing & Estates Manager. • Assist with annual property surveys and log any property issues raised throughout the year. • Ensure all tasks are completed in a timely manner subject to available resources. • Assist the Achamore Gardens team and Countryside Ranger Service with relevant tasks. • Use company vehicles as required, including the Trust van and tractor. • Be responsible for ensuring that all personal protective equipment and clothing is worn and kept in a serviceable condition and to a good degree of cleanliness. • Completing risk assessments as required ahead of works being carried out. • Always complying with Health and Safety and GDPR legislation. • Be willing to undertake new training opportunities. • Support development of all policies and procedures related to this role, including health and safety. • Constructive and supportive interaction with all Trust employees and island residents.	