Maintenance Assistant

Reporting to: Estates Maintenance Manager

Contract: Permanent

Hours: Equivalent of 35 hours per week

Salary: £24,479 per annum

Location: Livingston (West Lothian)

About Almond Valley

Almond Valley Heritage Trust, we are passionate about promoting, preserving, and celebrating the unique heritage and environment of West Lothian. As a charity, we operate the Almond Valley Heritage Centre, a beloved visitor attraction that features a rare breeds farm and the nationally significant Museum of the Scottish Shale Oil Industry. Our farm is accredited by the Rare Breeds Survival Trust, and we play a vital role in conserving species like Clydesdale horses, Tamworth pigs, North Ronaldsay sheep, and Bagot goats.

Almond Valley welcomes over 160,000 visitors annually, attracting families from across Central Scotland and beyond. As we look to the future, we are excited about expanding our heritage and conservation efforts, enriching our visitor experience through creative learning, and offering new perspectives on our collections. Our upcoming programmes will inspire action on important topics like climate change, and we aim to engage communities through innovative events and educational initiatives.

By joining our team as a Maintenance Assistant, you will play a crucial role in supporting these ambitions. You'll help maintain our facilities and grounds to ensure the smooth running of our attraction, contributing to the success of our heritage centre and farm. This is an exciting opportunity to be part of a mission-driven organisation, dedicated to preserving our history while inspiring future generations.

Overview of the Post

As part of Almond Valley's mission to provide an engaging, educational, and enjoyable visitor experience, the Maintenance Assistant will support the day-to-day upkeep of the site. You will be responsible for ensuring that all aspects of the centre's infrastructure are maintained to a high standard, contributing to the safety, functionality, and aesthetic appeal of the attraction. Your role

will be critical in helping to sustain a welcoming environment for all visitors while ensuring compliance with health and safety protocols.

Information About the Team

You will join our small but dedicated Estates Team, led by the Estates Manager. The team are responsible for various aspects of maintenance, landscaping, and general upkeep. The team works collaboratively to deliver both planned and reactive maintenance across the site, ensuring that the heritage attraction remains functional, safe, and welcoming for all visitors.

Scope of Duties

Key Responsibilities, Duties and Objectives

Maintenance and Upkeep:

Undertake routine and emergency maintenance tasks across the site, ensuring that all work is completed to the high standard expected by Almond Valley. This may include:

- Painting and decorating (both internal and external)
- A strong background in joinery work and repairs (internal and external)
- Skilled in Fencing installation and repairs
- Building and wall repairs
- General DIY and carpentry
- Experience in electrical maintenance and minor repairs, working within the limits of relevant training and competence
- Grounds keeping and landscaping maintenance
- General site work, ensuring smooth operation of all visitor facilities

Health & Safety:

Adhere to all health and safety guidelines, identifying and reporting potential hazards. Ensure that all work is conducted safely and in compliance with site regulations, minimising risks to staff, visitors, and the environment.

Collaboration and Communication:

Work closely with other team members and communicate effectively with line managers to ensure that maintenance tasks are recorded, monitored, and completed efficiently. Report any unresolved or complex issues.

Problem-Solving:

Display initiative and problem-solving skills when dealing with unexpected challenges, working with the Facilities Manager to prioritise urgent tasks.

General Responsibilities

Visitor-Focused Approach:

Maintain a visitor-centric approach at all times, ensuring that the attraction is safe, clean, and aesthetically pleasing, in line with Almond Valley's values. Be visible and approachable, ensuring visitors have a positive experience, even during ongoing maintenance tasks.

Professional Presentation:

Represent the Trust professionally at all times, maintaining a smart appearance and friendly demeanour while adhering to our cultural values of inclusivity, sustainability, and community engagement.

Commitment to Development:

Show a willingness to learn new skills and take advantage of training opportunities, particularly in areas such as sustainability practices, heritage conservation, and advanced safety protocols.

Environmental Awareness:

Contribute to Almond Valley's sustainability goals by adhering to waste management practices, minimising resource use, and supporting eco-friendly initiatives across the site.

Health & Safety Compliance:

Ensure compliance with all health and safety policies, including working safely with tools, equipment, and vehicles, and following established procedures to protect both staff and visitors.

Flexible Team Player:

Be open to undertaking other reasonable duties as required by the line manager, contributing to the wider success of the team and the attraction.

Other Duties

This job description is not exhaustive. The postholder may be asked to undertake other reasonable duties and responsibilities, as determined by management in line with the needs of Almond Valley Heritage Trust.