

## JOB DESCRIPTION

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### ESTATES

<b>JOB DESCRIPTION FOR THE POST OF:</b>	Maintenance Operative
<b>GRADE:</b>	Scale 5
<b>RESPONSIBLE TO:</b>	Maintenance Supervisor
<b>RESPONSIBLE FOR:</b>	No line management responsibility
<b>LOCATION:</b>	<b>Centre based but will work across the Group</b>

### **PURPOSE OF THE JOB:**

Within the context of the College's commitment to providing quality education for all, to work as a member of the Maintenance Team to maintain a clean, safe and secure teaching, learning and working environment.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **1) Building Services Maintenance**

- a) Undertaking scheduled maintenance on all fixtures and fittings.
- b) Undertaking reactive maintenance tasks and fault-finding activity
- c) Update daily works done on Compliance POD.
- d) Comply with and develop Health and Safety policies and procedures.

#### **2) Accommodation Improvements**

- a) In collaboration with Maintenance Supervisor, liaise with contractors, monitor works and ensure compliance with agreed arrangements and College procedures and policies.
- b) Actively monitor and manage condition of building decoration, cleanliness, hygiene and condition of buildings internally and externally.

#### **3) Regular duties**

- a) Responding to plant and equipment breakdowns.

- b) Carry out routine maintenance prompted by Compliance POD and respond to equipment faults.
- c) Deal with emergencies, unplanned problems and repairs. Fitting new parts and making sure equipment is running correctly.
- d) Carry out routine safety inspections.
- e) Daily carry out visual inspections of toilets. Rod through all blockages and repair leaks.
- f) Control maintenance tools, stores and equipment
- g) Waste management

#### **4) Utilities management**

- a) Check meter readings as required.

#### **5) Keep Records**

- a) Make records available.
- b) Ensure compliance records are updated.  
Records to which the above applies:
  - i) Contractors' attendance.
  - ii) Weekly fire alarm tests, fire alarm activations.
  - iii) Utility readings.
  - iv) Site diaries and day books.
  - v) Ladder inspections.
  - vi) Waste transfer notes.

#### **6) Training**

- a) Willingness to attend training courses, both internal and external, as required.
- b) Identify training needs.

#### **7) Any other duties**

To undertake any other such duties commensurate with the grading of this post in consultation with the Maintenance Supervisor.

To work at all college buildings as required.

**This job description is current as of the date shown below. In consultation with the post-holder, it is liable to variation to reflect changes in the post.**

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**PERSON SPECIFICATION: Maintenance Operative**

<b>CRITERIA</b>		<b>Essential</b>	<b>Desirable</b>
1.	Proven experience of property maintenance. Can use experience and problem solving skills to find the root cause of faults and problems.	✓	
2.	An understanding of, a commitment to and the ability to work to, College procedures in relation to the maintenance of a safe, secure and pleasant environment for all staff, students, visitors and contractors.	✓	
3.	Good interpersonal skills with the ability to relate to and communicate effectively with staff, students, visitors and contractors and to represent the College to them in an appropriate manner at all times. Good verbal and written communication skills.	✓	
4.	Ability to undertake, and an aptitude to develop skills in, building repair and maintenance work - including carpentry, plumbing and general building maintenance. Relevant technical knowledge, proven problem solving skills.	✓	
5.	Ability to define priorities of work and respond to building fault reports efficiently and in a timely manner in accordance with Service Level Agreements.	✓	
6.	Basic IT skills including Microsoft Office/ Outlook and a basic knowledge of building fault report/ help-desk management tools.	✓	
7.	An understanding of health and safety requirements for both personal and public consideration relevant to building services and maintenance together with an appreciation of the importance of compliance with them. Particularly in manual handling where some loads may be heavy.	✓	

8.	Ability, with other Centre staff, to play an active part in maintaining the safety and security of Centre premises and its users, including taking reasonable steps to address inappropriate behaviour of any type on College premises.	✓	
9.	Ability to work well under pressure and willingness to work early and/or late shifts as and when necessary.	✓	
10.	Ability to work co-operatively and effectively as part of a small team and to work to specified schedules. Is proactive and shows good initiative.	✓	
11.	An awareness of the College's Equal Opportunities Policy and an appreciation of its practical relevance to the duties of the post.	✓	
12.	An understanding of the College's responsibilities and procedures for safeguarding young people and vulnerable adults.	✓	

**An Enhanced Disclosure will be requested of the successful candidate.**

**Disabled candidates meeting the essential criteria are guaranteed an interview.**

**Important Note to Applicants:** You should ensure that your Supporting Statement (Section 7 of the application form) addresses each of the points contained in the person specification in turn.

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