



## Job Description

<b>Job Title:</b>	Maintenance Technician
<b>Accountable to:</b>	Maintenance Manger
<b>Hours:</b>	Full-time, 35 hours per week, over five days out of seven
<b>Grade:</b>	University Grade 4

### Overview of the role

Reporting to the Maintenance Manager, the Maintenance Technician is responsible for carrying out a range of general maintenance tasks, either independently, or as directed by the Maintenance Manager. The post-holder works with other team members and external contractors to carry out work across all disciplines, including internal and external decorating and minor plumbing and electrical work.

You also will be coordinating with contractors, taking deliveries and updating College members on their outstanding maintenance requests via the College's online maintenance reporting tool. You may also be involved in conducting routine inspections of buildings and liaising with external specialists and contractors.

### Main Duties and Responsibilities

- To carry out a range of general maintenance, repairs and renewals to all College buildings. This will include:
  - internal and external decorations, including painting, plastering, minor glazing, carpentry, joinery (for example fit/repair door and window furniture) and basic construction
  - minor electrical works, including cabling, checking of fuses/circuit breakers, and replacing or repairing wiring, switches and sockets
  - basic plumbing, such as unblocking WCs and tap repairs or replacements
  - minor ground-works, including preparing for bad weather
  - Clean gutters / drains / gullies
- Ensure all reported maintenance complaints and failures are responded to efficiently and effectively. This involves:
  - investigating, diagnosing and repairing faults
  - responding to breakdowns, faults and service requests received via the online maintenance reporting tool

- assisting other team members or contractors in completing diagnostic and remedial work and, if unable to rectify, referring any issue to the Maintenance Manager as appropriate
  - Update the College's maintenance reporting tool with progress updates or when requests have been completed
- Follow a maintenance schedule to ensure that all routine tasks are completed
  - Maintain the College's stock of tools and maintenance equipment in a safe and secure environment and assist in keeping an inventory of the stock
  - Assist with ordering supplies, equipment and materials
  - Report all mechanical and electrical equipment failures
  - Assist in maintaining the maintenance department records
  - Assist with the efficient disposal of hazardous waste products including lamps and tubes.
  - Assist with liaising with all contractors with regard to statutory testing programs
  - Carry out routine inspections of plant, boiler and other equipment rooms and attend to any required adjustments for plant
  - Ensure all work is carried out in compliance with all applicable procedures, safe working practices and statutory requirements
  - Work in areas at heights, in plant rooms and areas where access is restricted. Work will be indoors or outdoors at any time of the year.
  - Carry out any other duties, including Health and Safety, which may reasonably be required by the Head of Operations and Estates or the Maintenance Manager.

## Person Specification

### Essential

1. Previous experience in a similar role
2. Proven success in working in a small team
3. Experience of dealing with contractors
4. Working knowledge of health and safety policies and practices including COSHH, Working at Height and Manual Handling
5. Awareness of the statutory ACOPs including gas, electricity etc. and an ability to work within their remits
6. Strong organisational skills and an ability to correctly prioritise work
7. Good IT skills to be able to use the online maintenance reporting tool and to accurately maintain records
8. A good communicator, resilience when needed and an empathetic nature to be able to provide good customer service to our College members
9. A flexible approach to the varying duties of the role
10. Sympathy with the values, ethos and objectives of a small, collegiate institution.

### Desirable

1. Previous electrical or mechanical position
2. An interest in incorporating sustainable options and solutions