



Job Description

Job Title:	Senior Maintenance Technician
Accountable to:	Maintenance Manager
Hours:	Full-time, 35 hours per week, over five days out of seven This will typically be Mondays to Fridays but it will include weekend days on occasion
Grade:	University Grade 5

Overview of the role

Reporting to the Maintenance Manager, the Senior Maintenance Technician is responsible for investigating, diagnosing and repairing faults within their capability or identifying and supervising work of trusted contractors and specialists to repair faults and make improvements to the College's Estate. You will keep College members up to date on their outstanding maintenance requests via the College's online maintenance reporting tool, and you will supervise and ensure routine inspections of buildings, Planned Preventative Maintenance (PPMs) and liaising with external specialists and contractors.

Another key aspect of this role is to supervise one of the team's Maintenance Technicians and ensure tasks assigned to the team are completed satisfactorily.

At all times good Health and Safety will be observed and you will demonstrate a good health and safety culture.

Main Duties and Responsibilities

Reactive maintenance

- Ensure that all reactive maintenance tasks are managed according to the service standards set by the College. This will require you to correctly prioritise work according to urgency and importance, using your judgement and deferring to the Maintenance Manager where appropriate. Tasks are to be managed by using the College's online maintenance reporting tool.
- Carry out a range of general maintenance, repairs and renewals to all College buildings, working to a high standard at all time. Using trusted contractors who you will supervise, 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 toilet flush and tap repairs or replacements
 - minor ground-works
 - cleaning gutters / drains / gullies
- Ensure all reported maintenance complaints and failures are responded to efficiently and effectively and where possible be proactive to stop a complaint. This involves:
 - investigating, diagnosing and repairing faults, where possible, to do this proactively
 - changing lamps where necessary
 - very basic plumbing such as unblocking sinks and WCs
 - gritting in bad weather
 - 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
 - Keep College members up to date on their outstanding maintenance requests via the College's online maintenance reporting tool

Planned preventative maintenance

- Supervise and ensure routine inspections of buildings and liaise with external specialists and contractors as required.
- Follow a maintenance schedule and, supervising one of the Maintenance Technicians, ensure that all routine PPM tasks are completed correctly and on time. This involves:
 - Fire door inspections and repair
 - Water flushing
 - Meter readings
 - Lift phone/ alarm checks
 - Salto door battery changes
 - Emergency pull cord tests/ Refuge alarm checks
 - Evac Chair checks
 - Auto Vent checks
 - Ladder inspections

The postholder is responsible for accurately recording and demonstrating compliance with all routine PPM tasks. This list is not exclusive and we may have other tasks assigned.
- Support the Maintenance Manager with the implementation and management of projects within the planned maintenance programme, and with ensuring projects are completed on time and to budget.
- Assist with liaising with all contractors with regard to statutory testing programs.
- Carry out routine inspections and ensure cleanliness of plant, boiler and other equipment rooms.

Health and Safety

- Ensure all work is carried out in strict compliance with all applicable procedures, safe working practices and statutory requirements.
- Ensure that staff/contractors are instructed and informed on all relevant Health and Safety issues including ensuring that technical data and information is provided as required (RAMS, SSOWP's).
- Assist in fire drills and safety & security procedures as required.

Contractors

- Where contractors are to be engaged for responsive or planned maintenance works, supervise and ensure satisfactory completion of the maintenance work required.
- In the Maintenance Manager's absence, ensure that orders are raised for work carried out by contractors, and check that invoices are correct before authorising payment.

Other

- 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.
- 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.
- Assist with the efficient disposal of hazardous waste products including lamps and tubes.
- With the Maintenance Manager, investigate and incorporate sustainable options and solutions, when cost-effective, to reduce carbon use and emissions, and to protect the College's properties from forecast changing climate events.
- Occasional lifting and handling of furniture.
- Carry out any other duties, including Health and Safety, which may reasonably be required by the Head of Estates or the Maintenance Manager.

Person Specification

Essential

1. Previous experience in a similar role, including experience of supervising staff and contractors
2. Working knowledge of health and safety policies and practices including COSHH, Working at Height and Manual Handling
3. Understanding of building regulations
4. Able to operate all equipment safely
5. Strong organisational skills and ability to proactively and correctly prioritise work
6. Good IT skills to be able to use the online maintenance reporting tool and to accurately maintain records
7. A good communicator, resilience when needed and an empathetic nature to be able to provide good customer service to our College members
8. Physical ability to carry out duties
9. Proven success in working in a small team
10. Flexible approach to the role (some weekend/evening work will be required), with a cooperative attitude and willingness to undertake the varying duties of the role

Desirable

11. Awareness of the statutory ACOPs including gas, electricity etc. and an ability to work within their remits
12. Trained in manual handling
13. Trained in working at height
14. Experience in working in a college/ university environment
15. An interest in investigating and incorporating sustainable options and solutions
16. Sympathy with the values, ethos and objectives of a small, collegiate institution.