

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** General Maintenance Operative | **Post holder :** |
| **Reporting to:** Buildings Manager and Assistant Buildings Manager |
| **Main Purpose of Role/Overview :** To assist with work required by Buildings Manager or Assistant Buildings Manager for the College general maintenance existing plant, and equipment. He/she will carry out maintenance tasks, report faults and problems, verbally and in writing, and provide general support as directed by the Buildings Manager or Assistant Buildings Manager. |
| **Main Responsibilities & Duties:** | **Standards of Performance/ Results :**  |
| 1. To undertake routine testing of Portable Appliances within the College (training will be given);
2. To undertake routine testing of fire alarm of the College and external houses (training will be given);
3. To undertake routine testing of Emergency Lighting within the College (training will be given);
4. Changing of lighting lamps and tubes when required;
5. Various daily maintenance task as required;
6. To undertake various cleaning activities to College plant, to include fans, grills, drains, etc;
7. To maintain accurate records of all maintenance and servicing schedules;
8. To maintain competence in the use of power and hand tools required for general maintenance work and drainage;
9. To report to the Buildings Manager or Assistant Buildings Manager on relevant maintenance and refurbishment jobs;
10. To work in liaison with the Buildings Manager, Assistant Buildings Manager and other Heads of Department and College Officers to ensure all maintenance work is recorded and that prompt action is taken;
11. To work alongside operatives from the various College Departments as required;
12. Assist other members of the department with a wide variety of general maintenance and minor repair work (within his/her capabilities) as instructed by the Buildings Manager or Assistant Buildings Manager. For example, painting, minor carpentry tasks, laying carpet tiles – this list is not expected to be a complete job analysis due to the varied nature of the work required;
13. Collect materials from suppliers using College transport. To deliver materials to College premises for maintenance and other College departments;
14. Prepared to assist in night-time and weekend call-out procedures (on-call roster);
15. Assist other College departments in lifting and moving operations where required.
 | to a high standard  |

|  |
| --- |
| **Health and Safety Requirements:**All members of the maintenance staff should, at all times:* Apply health and safety regulations as appropriate and to maintain a safe working environment at all times;
* Follow health and safety procedures (and risk assessments / method statements) of the College and those specific to the Maintenance Department;
* Ensure that all tools are cleaned and put away in their correct and safe place;
* Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Buildings Manager and/or Assistant Buildings Manager ;
* Wear suitable PPE as supplied for each task;
* Report any faulty PPE to the Buildings Manager and/or Assistant Buildings Manager ;
* Report any potential hazards around the College to the Buildings Manager and/or Assistant Buildings Manager ;
* To be aware of, and to enforce the accident reporting procedure.
 |
| **Other:*** To attend all team meetings and any training nominated for you;
* Other duties as required.
 |
| The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College. |
| **Significant internal/external relationships:** The post holder will need to work very closely with all members of the Maintenance Department and it will also be necessary to build relationships and have effective communication with other Heads of Department such as the Head Housekeeper, Catering Manager, Head Gardener and the Head Porter. The post holder will also be in frequent contact with Senior Members, Students, Staff and external contractors |

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications, experience and background | * Valid driving licence;
 |  |
| Specific knowledge/skills (technical) | * Understanding of General Maintenance;
 |  |
| Personal attributes | * Good communication skills, with the ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers;
* Good listening skills as well as verbal and written communication skills using a variety of communication methods (face-to-face, telephone, emails, RMS and reports);
* Good interpersonal skills and to be able to effectively translate problems into practical solutions;
* Self-motivated and an ability to work without close supervision and a tolerance of dealing with routine problems;
* Ability to work to deadline, with changing priorities, and remaining calm under pressure;
* Ability and willingness to learn new skills;
* Must be able to work in remote and confined spaces, to work on ladders, portable tower and fixed scaffolding;
 |  |
| Team and management skills | * Ability to work as part of a teamand independently;
 |  |
| Other |  |  |

**Main Terms and Conditions of Employment:**

The appointment is subject to an initial probationary period of six months, which may be extended at the College's discretion.

The post is full-time based on 37.5hours per week. The salary, according to qualifications and experience, will be equivalent to point 26 on the University's Single Spine, for which the present rate is £20,411 per annum (based on 37.5 hours per week).

At times the job holder may be required to carry out ‘on-call’ activities within a 24 hours period (the on-call rota is currently under review and may be subject to change).

Holiday entitlement will be 33 days per year, including 8 public holidays. It may be necessary to work on public holidays which occur during Term time.

Under the rules of Auto Enrolment the post holder will be enrolled in the Universities Superannuation Scheme.

The post is subject to the Newnham College Staff Handbook and Policies & Procedures; dated June 2016and subsequent updates which may be amended by the College from time to time.

The post-holder will be entitled to one free meal per day when on duty (when the catering

Department is open).

Car parking will be provided, subject to availability.

Offer of employment: any offer of employment will be made subject to references satisfactory to the College and proof of your ability to work in the UK