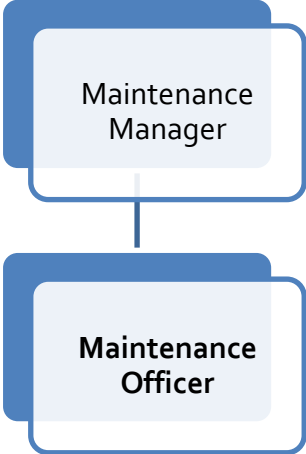


Job Description

Job Title: Maintenance Officer		Post holder:
Reporting To: Maintenance Manager		
 <pre> graph TD MM[Maintenance Manager] --- MO[Maintenance Officer] </pre>		
Main Purpose of Role/Overview:		
<p>Support the Maintenance Manager to carry out routine and emergency building, maintenance, repair and refurbishment work to the College buildings and grounds, ensuring that the highest possible standards are achieved at all times.</p>		
Main Responsibilities & Duties:		Standards of Performance/Results:
<ol style="list-style-type: none"> 1 Carry out routine repairs and emergency maintenance work of College buildings and grounds as directed, including minor repairs to ground works and College structures. 2 Carry out planned and preventative maintenance checks and responding to any immediate breakdowns/damage and repair as required. 3 To undertake any other duties as directed by the Maintenance Manager. 4 Move equipment, furniture, deliveries, supplies and materials around the site as necessary. 5 Generally ensuring that the standard of maintenance works carried out by Contractors is to a satisfactory standard. 6 Maintain accurate records of work undertaken and manage annual checks accordingly. 		<ol style="list-style-type: none"> 1. As directed. 2. Carried to an agreed standard of workmanship and agreed response times. 3. As directed. 4. Procedures are followed the site remains safe. 5. Work is carried to an agreed standard and any concerns are reported. 6. In accordance with work schedule in a clear and consistent manner.



<p>7 Maintain competence in the use of a range of power and hand tools required for general maintenance.</p> <p>8 Maintain an awareness of all health and safety rules applying to plant, machinery and tools used to ensure that safe working practices are observed and risk assessments carried out where appropriate.</p> <p>9 Monitor maintenance ticket system, responding to email and queries prioritising as appropriate. Liaise with College members concerning maintenance of properties, dealing sympathetically with problems and requests for repairs.</p> <p>10 Assisting the Maintenance Manager or another team member with larger maintenance tasks.</p> <p>11 Inspect buildings regularly to identify problems and necessary maintenance.</p> <p>12 To complete any further reasonable requests made by their line manager.</p>	<p>7. Ensure regular training completed and correct tools selected appropriate for the job. Tools are cleaned and put away in the correct and safe place.</p> <p>8. Procedures are followed, all regulations are adhered to. Wear appropriate personal protective equipment (PPE) for tasks as necessary.</p> <p>9. Queries are dealt with promptly, escalated accordingly.</p> <p>10. Maintenance tasks are completed within the expected time frame.</p> <p>11. In accordance with work schedule and as directed.</p> <p>12. As directed.</p>
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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.

Scope/size of role (budgets, people, etc):

Significant internal/external relationships :
Estates, Finance Office, Porters Lodge, Housekeeping, Fellows, students, staff

Objectives (as per PDR) or key milestones :	
<u>Target/Objective :</u>	<u>Time duration :</u>

Date prepared :	Agreed by Manager :
By whom :	Agreed by post holder :



Person Specification

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none">• Good numeral and literacy skills to GCSE standard or equivalent.• Previous maintenance experience including painting and decorating	<ul style="list-style-type: none">• Have a recognised trade or Vocational qualification.• Experience in electrical and Heating fault finding (Training will be given).
Specific knowledge/skills (technical)	<ul style="list-style-type: none">• Ability to work to a very high standard without the need for supervision• Knowledge of tools and equipment• Good IT Skills• Adaptable, able to use their own initiative within set parameters, and be able to respond to emergencies.	
Personal attributes	<ul style="list-style-type: none">• Professional approach• Reliable• Trustworthy• Punctual and well presented• Good communication and interpersonal relations.• Confident, committed and enthusiastic team player• Positive attitude and ability to work in a methodical manner.	
Team and management skills	<ul style="list-style-type: none">• Comfortable working on your own and also as part of a team.	
Other	<ul style="list-style-type: none">• Flexibility is needed due to the requirements of the business• Full driving licence	