

**JOB TITLE:** Maintenance Operative **REPORTS TO:** Reactive Maintenance Manager

**DEPARTMENT:** Maintenance **DATE:** December 2018

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations that are not stated, but require initiative and common sense to be applied.

**JOB PURPOSE:**

To undertake general building work, maintenance repairs and checks to the buildings within the College as instructed by the Reactive Maintenance Manager, and at all times carrying out the duties and responsibilities of the post in compliance with the College's Health and Safety procedures.

**PRINCIPAL ACCOUNTABILITIES:**

- Inspect College buildings and facilities for needed services and repairs
- Perform general maintenance duties
- Maintain building interiors and exteriors
- Participate in construction projects
- To carry out any other reasonable duties within the overall function of the job.
- Support Other Estates Department operations
- To actively promote and follow the departments health and safety systems

**SKILLS:**

- Effective verbal and listening communications skills
- Experienced and comfortable working at height
- Being focused and self-motivated
- Good team participation
- Interacting with people and working cohesively with them
- Physically capable of moving equipment
- Ability to operate required equipment in a safe and responsible manner
- Good time management
- IPAF MEVP and tower access qualified
- Harness qualified

**EXPERIENCE:**

- Multi-skilled with experience of other construction trade
- Good knowledge of modern and traditional construction methods and building conservation
- A good understanding of current Health and safety legislation
- Extensive knowledge of power tools

**PERSON SPECIFICATION:**

- A hard-working, honest, dependable, self-motivated person
- Demonstrates sound work ethics
- Deals with the staff and pupils in a positive, courteous and respectful manner

- The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the line manager are adhered to
- To be able to respond quickly, efficiently and safely in emergency situations
- The post holder will be required to be part of the Saturday overtime rota
- The post holder will have a clean driving licence with trailer entitlement
- The post holder will be required to attend training courses relevant to the position

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may be required to undertake such other reasonable duties from time to time as the College may reasonably require.

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