

Casual Multi-Trade Technician

Salary: circa £11.53 per hour

Supervised by: Building Maintenance Manager

Department: Maintenance

Job Contribution: On a day-to-day basis, the post holder will act as first responder to responsive maintenance requests and triage jobs with a 'first time fix' approach prior to specialist trade attendance. The postholder will work directly with members of the maintenance team, other college staff and a variety of specialist suppliers and subcontractors.

Key Tasks and Responsibilities:

- Regularly checking the electronic maintenance system and ensuring all reported maintenance faults/requests are quickly responded to.
- Undertaking emergency, re-active & pro-active maintenance work to College buildings.
- Assist other team members or contractors in completing diagnostic and remedial work and referring any issues to others as appropriate.
- Completion and maintenance of associated records and documents.
- Basic electrical work (changing lamps, tubes, starters).
- Emergency light testing
- Basic plumbing work (unblocking toilets, tap repairs/replacements, syphon changes, water temperature checks and flushing of low used outlets).
- Basic joinery work (fit/repair doors, hinges, adjust closures, locks & window furniture).
- Decorating and cleaning of surfaces (internal and external).

- Assisting with the efficient disposal of hazardous waste materials including paint products, lamps and tubes in accordance with current legislation.
- Working within Health and Safety legislation, reporting any breaches or concerns immediately to a member of the management team.
- Ensuring all work is carried out in compliance with all applicable procedures, safe working practices and statutory requirements.
- Wearing appropriate Personal Protective Equipment and ensuring the health, safety and welfare of staff, students, visitors, tutors, Fellows and contractors is not compromised.
- Undertake the necessary training and attend refresher courses as and when required in order to be able to fulfil the duties of the post.
- Assist with keeping College areas clean and maintained to a standard that is compliant with current safety regulations and the College's Health and Safety Policy.
- The Maintenance Technician will be expected to work in areas in height, in plant rooms and areas where access is restricted. Work will be indoors or outdoors at any time of the year.
- Undertaking a range of associated but non-specific tasks as required by the Building Maintenance Manager.

Qualities, Experience and Qualifications

Essential

- Demonstrable trade skills and expertise in an occupational role in one or more of the core building trades (Electrical, Carpentry & Joinery, Bricklaying, plumbing, plastering, decorating).
- Experience of working in a similar role over a sustained period on commercial and/or corporately owned residential buildings.
- Hold a full, valid driving license and be willing to drive the College vehicle.
- Able to demonstrate a wide skill set in all aspects of building maintenance including fault-finding, diagnostic activities and remedial works.
- Experience of using power equipment, able to negotiate staircases, carry reasonable loads unassisted and work at height using ladders and tower scaffolding.
- Take pride in their work and be able to plan and undertake work to a high standard, with a proven working knowledge of current industry best practice.
- Excellent interpersonal and communication skills.
- A flexible "hands-on" approach in working hours and duties undertaken.
- Good attention to detail and accuracy in all matters – able to follow instruction and follow work through to completion.
- Flexibility, initiative and a willingness to accept responsibility.
- Ability to manage a variety of tasks at the same time, to organise and prioritise work and cope with unpredictable volumes of work and busy periods.
- Good numeracy and literacy skills to assess maintenance requests and to be able to capture critical details for follow on work and accurate ordering of materials.

- A good team player who will contribute to the efforts of the department and is able to work well with others or on their own.
- Applicants must be eligible to work in the UK (information to confirm status will be requested at interview).

Desirable

- Relevant trade qualifications such as City and Guilds, NVQ certificate (level 3) or equivalent in one or more of the core building trades (Electrical, Carpentry & Joinery, Bricklaying, plumbing, plastering, decorating).
- Able to use Microsoft Office packages such as Outlook, Word and Excel.
- Able to use handheld devices or Smartphone.
- A clear understanding of the sensitivities and considerations of working with historic buildings and within a collegiate environment.
- First aid trained or be willing to train toward this qualification.
- PASMA aluminium tower qualification or be willing to train toward this qualification.
- Manual handling or be willing to train toward this qualification.
- Steps and ladder safety training qualification or be willing to train toward this qualification.