### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Maintenance Operative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Job purpose:</td>
<td>Provides general maintenance throughout all the College buildings</td>
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</tbody>
</table>

#### Specific duties:
- General maintenance checks throughout the College properties
- General maintenance work, to include a wide range of tasks as required which may include assisting with plumbing, painting, carpentry etc.
- General moving of furniture, boxes, waste paper sacks, fridges, freezers, washing machines and other items as required.
- Cleaning of guttering and small repairs
- Unblocking sinks, drains and sanitary appliances
- Replacing lamps and fuses, PAT testing, meter reading, cleaning extractor fans, battery replacement in fire alarm systems, Salto locks & fire door magnets
- Working as part of a team, assisting other trades and outside contractors where required
- General cleaning and tidying duties across the estate
- Collecting and off-loading of supplies of trade materials
- Completing & updating records as required
- Complete training courses as required
- To carry out other duties as may be required by the Head of Maintenance or their deputy
- At all times to work in a safe manner and comply with current health & safety legislation and ensure that all works are carried out in accordance with the College’s Health & Safety Policy, reporting any breaches promptly and correctly

<table>
<thead>
<tr>
<th>Works with:</th>
<th>Other Maintenance staff</th>
</tr>
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<tbody>
<tr>
<td>Responsible for:</td>
<td>N/A.</td>
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<tr>
<td>Responsible to:</td>
<td>Head of Maintenance, Bursar</td>
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</table>
## PERSON DESCRIPTION

| **Qualifications:** | • NVQ or other qualification in general maintenance or a trade  
| | • PASMA or equivalent qualified or willing to train  
| | • First Aid qualified or willing to train  
| | • Health and Safety aware and willing to train further |
| **Experience:** | • Experience in general maintenance or a trade: plumbing, carpentry, electrical, plastering, decorating, bricklaying etc.  
| | • Knowledge of safe working practices |
| **Skills:** | • Self motivated and with a flexible approach as well as the ability to use initiative to get things done  
| | • Able to work on own initiative and to contribute positively to the work of the team  
| | • A proactive attitude, conscientious, hardworking, and reliable  
| | • Able to work in a methodical, clean and tidy manner  
| | • Able to use a variety of power tools safely  
| | • Able to work at height including on ladders, steps, scaffold and towers  
| | • Able to lift household items eg furniture, white goods.  
| | • Sufficient level of literacy and IT knowledge in order to complete basic records |
| **Special requirements:** | • Full UK driving licence to drive cars and vans |
These job and person descriptions are non-contractual

Current incumbent:

Reviewed by Head of Department: December 2022