St Hilda’s College – Oxford

**JOB DESCRIPTION:**  Maintenance Technician (Short Term Contract)

Department: Buildings Office  
Responsible to: Head of Buildings  
Reporting to: Buildings Coordinator

**General Duties**

- Carry out day-to-day maintenance tasks both at internal and external College properties as required by faults reported to the Buildings Support Electronic System coordinated by the Buildings Coordinator.
- Carry out planned maintenance tasks both at internal and external College properties as discussed and agreed with the Buildings Coordinator and/or Head of Buildings.
- Maintenance tasks to include, but not limited to, dealing with plumbing, electrical, carpentry, painting/decorating, externals, gardening, drainage, furniture handling, packaging/storing and other duties relating to the upkeep of all College property.
- Ensure all machinery, equipment, tools and materials used for all maintenance tasks are kept under control, well maintained and securely stored.
- Assist in maintaining an adequate stock of ready-to-use items to meet the day-to-day maintenance demands.
- Assist in a variety of duties relating to College and Conference businesses including furniture arrangements and setting-up of audio/visual/microphone systems.
- Assist in monitoring the operation and performance of the heating and ventilating systems of the College.
- Assist in collecting monthly utilities meter readings from all College buildings.
- Demonstrate initiative whilst promoting a helpful and proactive attitude towards all maintenance tasks.
- Assist in monitoring College car and bicycle parking arrangements, reporting incidents to the Lodge as required.
- Assist in fire evacuation drills as required – monitor and report on College fire fighting equipment including fire and fire call point signage.
- Assist in College emergencies as and when required in a proactive and safe manner.
- Assist the monitoring and awareness of health and safety standards throughout the College.
- Encourage safety and security awareness throughout the College providing information as necessary.
- Be available for out of hours’ assistance and on-call emergencies as agreed with your line manager.
• Support the on-going sustainability programme and green initiatives of the College.

**Specific Duties**

• Maintenance, fault finding, repair, replacement and testing as necessary of existing plumbing elements and/or systems within the College – all of these *as allowed or limited by your qualifications and training*.

• Maintenance, fault finding, repair, replacement and testing as necessary of existing electrical elements and/or systems within the College – all of these *as allowed or limited by your qualifications and training*.

• Installation, testing, commissioning and certification as necessary of new plumbing elements and/or systems within the College – all of these *as allowed or limited by your qualifications and training*.

• Assist in collating, maintaining and updating relevant written records, inventories and drawings of plumbing installations for future reference, and advising of any significant changes.

*This job description may be amended from time to time without changing the essential characteristics of the post.*

**Qualifications and Training (essential)**

Either;

1. City & Guilds / Level 3 NVQ in Mechanical Engineering Services – Plumbing (Domestic) – or recognised equivalent.

   or

2. City & Guilds / Level 3 NVQ diploma in Electrotechnical Services (Electrical Maintenance), and/or

3. City & Guilds / Level 3 NVQ diploma in Installing Electrotechnical Systems & Equipment (Buildings, Structure and the Environment)

   or

4. Demonstrable experience, skill and competency in carpentry/joinery and

   Health and Safety Competency Certificates – or willingness to train.

Remain qualified to current industry standards and be willing to attend further training as required.

**Desired Skills and Abilities**

Wide range of general maintenance skills and competence.

Wide range of plumbing skills and competence to ensure all plumbing systems are safe and in serviceable condition.

Wide range of electrical maintenance skills and competence.

Ability to work as part of a team.

Good and friendly communicator.

Ability to work under own initiative.

Ability to meet agreed deadlines.

Show reliability and trustworthiness at all times.

Maintain an interest in keeping up to date with Industry Standards and advise the College as appropriate.

Experience of working in a campus or site maintenance environment would be an advantage.

**Remuneration**

According to experience and qualifications.

*Buildings Office - November 2018*