

The Leicestershire College Job Description

1. Job Details

Job Title:	Estates Maintenance Officer
Job Number:	96564
Reporting To:	Senior Estates Officer
Department:	Estates and Facilities Department
Annual Salary (FTE):	£22,648 per annum
Date:	August 2019

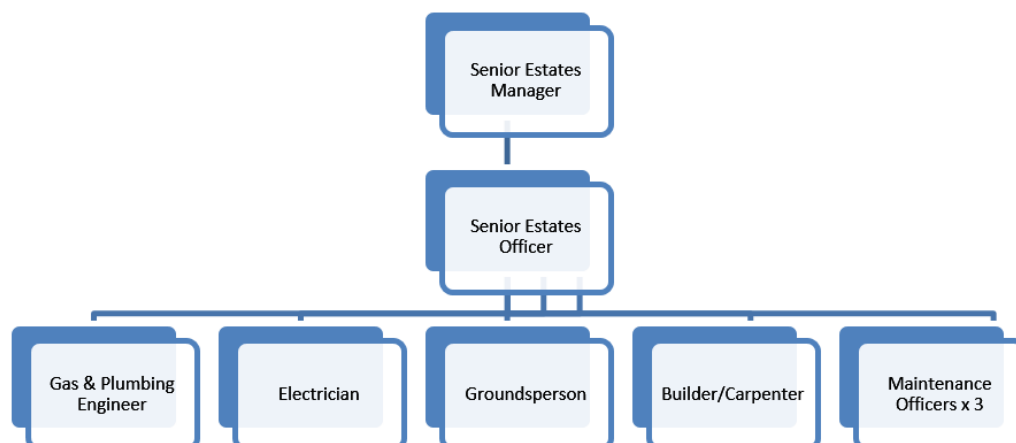
2. Job Purpose

To provide a customer focused proactive maintenance service which meets the needs of the college now and in the future by being an innovate department in its approach to planned and reactive maintenance. To provide the necessary skill to deliver small to medium size projects. To support all aspects of the estates department to included campus grounds, accommodation, security and support desk functions in line with KPI's' and SLA's set by the college.

3. Dimensions

To provide an Estates services which operates 37.5 hours per week inclusive of scheduled weekend working arrangements. To help ensure the estates management work within agreed budgets and achieve agreed KPI's, SLA's set by the college.

4. Organisation chart



5. Key Responsibilities

Health and Safety compliance

- To be fully compliant with and implement procedures covered by the Health and Safety at Work Act 1974.
- To carry out testing and monitoring of college water system in accordance with the legionella regulation
- To report and make safe defects.
- To inspect repair where possible and report all defective equipment including safety equipment.
- To immediately report all Health and Safety infringements.
- To carry out weekly emergency light testing and record and report.
- To inspect, check and report on fire equipment following compliance schedules and related procedures.
- To carry out and record fire alarm tests following compliance schedules.
- To assist in fire evacuations as key members of the evacuation team
- To maintain accurate and timely records of all compliance testing and checking in line with standards and schedules.
- To carry out portable appliance testing as part of a planned schedule and report on finding.
- Be a responsibly person in carrying out health checks on areas and materials which may content asbestos in accordance with the colleges AMP and record information

Security of Premises and Contents

- To be available as support for securing and opening of premises at key times.
- To fully understand how all security operating systems work.
- To carry out call out duty's across the full college estate as and when needed.
- To carry out emergency security repairs.
- To be a key member of the response team to security issue which may arise on the estate.
- To log and report incident as and when they happen

Energy Management

- To implement a range of energy management strategies.
- To monitor and report on all plant systems ensuring they working efficiently.

Emergencies

- To provide a fast reactive service which follows SLA's across the college estate.
- To be a point of contact when necessary for Emergency Services and other organisations.
- To be a key member in emergency situations and provided support with emergency processes.
- To react swiftly and appropriately all other unforeseen emergency situations.
- To Document key isolation point for all buildings.
- To respond to emergencies maintenance call outs as and when required.

Building and Grounds Maintenance Work

- To ensure Maintenance issue meet all college KPI's and SLA's
- To react quickly and skilfully to reactive maintenance issues.
- To implement and record a proactive maintenance schedule.

- Use training and knowledge to assess the quickest and most cost effect solution to problems.
- To ensure all tools and equipment are maintained to manufactures instructions and record.
- To ensure detail and clear information is passed though the help desk system on completion of jobs and or when a job requires a 3rd part resolution.
- To maintain store's with the correct stock levels and ensure stock checks are carried out and are recorded accurately.
- To carry out maintenance works at height.
- To hold a qualification or have relative experience in one of the following areas: general building, carpentry, joinery, basic plumbing, basic electric, painting and decorating or hard land scraping.
- To ensure the all external areas are clear from rubbish and are check daily.
- To clear and maintain gullies, drains and gutters across the college estate.
- To carry out reactive and planned outside maintenance.
- To be responsible for ensuring clear and safe pedestrian access to the college particularly in adverse weather conditions.

Driving, traffic and parking duties

- To drive arrange of college vehicles, to including agricultural equipment.
- To maintain all estates vehicles to required standards.
- To ensure all vehicles are clean and washed weekly.
- To support on traffic and car parking issues as and when required.

Porter Duties

- To carry out a full porterage service which supports the college.
- To carry out mobilisation services (movement of furniture and equipment) within agreed timescales.
- To carry out event set ups to included carpet laying, curtain surrounds and stage layout.

Other Duties

- To carry out a full waste collection service.
- To conduct a conditions report on each building to ensure a proactive approach is take to issues on the campus.
- To take a customer driven approach to all aspects of the role.
- To carry out reasonable overtime requirements.
- To undertake such other reasonable duties as required by estate management.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

6. Key Working Relationships and Communications

Internal: The maintenance officer will need to develop close working relationships with key college stakeholders. They will also need to use electronic, verbal and written skills when delivering the required service.

External: The maintenance officer will be required to liaise with external contractors for a range of activities.

7. Scope for Impact

Not Applicable

8. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Extensive experience or hold a qualification in, construction, plumbing, joinery, plastering, painting and decorating, electrical and grounds maintenance or other trade skills	•		Application/ Interview
2.	Certificate in PASMA/IPAF/LADDERS.		•	Application/ Interview
3.	Level 2 English and Maths (GCSE levels 4 – 9) or equivalent	•		Application
4.	Certificate in legionella awareness		•	Application/ interview
5.	Certificate in Asbestos Awareness		•	Application/ interview
6.	Health and Safety certificate or qualification		•	Application
EXPERIENCE				
7.	Demonstrate experience of working at an operational site as a Maintenance/premises Officer	•		Application/ Interview
8.	Proven experience of co-ordinating a range of tasks and activities to service level agreements	•		Interview
9.	Proven experience of using hand held devices for receiving and sending communications to helpdesk for closing down allocated jobs		•	Interview
10.	Experience of working to key performance targets.	•		Interview
11.	Proven and extensive experience of working in a construction trade	•		Application/ Interview
SKILLS & KNOWLEDGE				
12.	Highly competent and knowledgeable in one of the above construction trades	•		Interview
13.	Possess a positive, can-do approach to work	•		Interview
14.	A strong and proven commitment to high quality customer service	•		Application/ Interview
15.	Possess a current driving licence or is working to ward gaining one	•		Application/ Interview
16.	The ability to work in a highly organised manner		•	Interview
17.	The ability to implement any changes that may be introduced from time to time	•		Interview
18.	The ability to work independently using initiative or as part of a team with clear instruction.	•		Application/ Interview
19.	The ability to carry out the physical demands of the role	•		Interview
20.	The ability to create solution for problems independently and with confidence	•		Interview

BEHAVIOURS				
21.	The ability to maintain good relationships with staff at a range of levels by behaving with integrity, treating people with respect and leading by example	•		Interview
22.	Demonstrates a professional approach which generates credibility and confidence	•		Interview
23.	Flexibility to be able to work occasional weekends	•		Application / Interview
24.	Commitment to undertake the college Induction Programme upon commencement of employment	•		Interview
25.	Adherence and support of college policies and procedures including Health and Safety procedures and guidance	•		Interview
26.	Promote the College's equal opportunities policy and practices	•		Interview
27.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **August 2019** and may be amended in light of changing circumstances following discussion with the post holder.

9. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	