

**JOB DESCRIPTION**

**JOB TITLE:** Estates Trades Specialist (with specialism in mechanics/electrical)

**GRADE:** BS SO1 : £28,214 - £29,937 including Market Forces Supplement

**SECTION:** Estates, Maintenance and Facilities

**LINE MANAGER:** Estates and Maintenance Manager

**RESPONSIBLE FOR**: This post does not hold any line management responsibility

**PURPOSE:**

To ensure a welcoming, efficient and safe environment for staff, learners and visitors, undertaking Estates maintenance duties, including planned preventative Maintenance (PPM) and reactive maintenance tasks, supporting estates facilities management as and when required.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To participate in the provision of an Estates service primarily undertaking day-to-day repairs, planned maintenance, installation and minor improvements.
2. Carry out PPM work in accordance with Estates schedules and accepted good working practices in order to ensure safe and reliable maintenance services.
3. Where appropriate, carry out fault diagnosis and repairs to the colleges installations and plant, including HVAC, and hot and cold-water systems so as to maintain a safe and reliable service.
4. Where instructed, install and test new installations in accordance with the current standards, good industry practice and standards.
5. To carry out any necessary mechanical engineering tests or measurements, in compliance with accepted standards, good industry practice and the Estates Department schedule of inspection.
6. Where appropriate, carry out repairs to the Colleges installations and plant, including Fire doors, access control door locks, windows and furniture repairs.
7. To assist in key holder duties i.e. be a point of contact out of hours, via the remote monitoring contractor in the event of alarm activation.
8. Occasional out of hours and weekend work if required.
9. Participate fully in all relevant Estates procedures and ensure completion of all necessary documentation in accordance with Estates Department policies.
10. When required advise others on the correct operation of equipment to which you are conversant.
11. Record work information as required for operation of the CMMS system.
12. Wear the appropriate protective clothing and footwear, uniforms, safety wear and equipment as deemed appropriate to the job and as required by the Maintenance Supervisor.
13. Where necessary induct and instruct other staff on duties in support of your own
14. When required give assistance and support to other trade disciplines within the Estates Department to ensure an efficient Estates service is provided.
15. Where appropriate, to become fully conversant with the function of all plumbing/mechanical/electrical systems within the remit of the Estates Department.
16. When required provide assistance to the Estates and Facilities staff in non-maintenance tasks e.g. exam room setup.
17. When required participate in the gritting and snow/ice clearance of the College roads and pavements.
18. Be able to read, understand and work from engineering and architectural drawings.
19. To carry out all duties in a safe manner, having regard for the safety of others.
20. To undergo all necessary update and health & safety training
21. To carry out routine testing of essential systems and equipment e.g. fire alarm, boilers, air handling units, etc., recording results in accordance with Estates Department policy and procedures.
22. Become conversant with the College Building Management System to an extent that alarms can be interpreted, actioned and reset.
23. Participation in response/emergency teams for fire, major incident and any other requiring an Estates Department input.
24. Required to carry a radio, as and when operational needs require, responding to urgent requests from the line managers and fire group calls during their working shifts.

**GENERAL RESPONSIBILITIES**

* Work with line manager to identify training needs, and actively seek out relevant training and development opportunities.
* Participate in the College's appraisal process
* Comply with all College policies and procedures
* Maintain best practice in relation to health and safety, and report any health and safety concerns to the appropriate manager
* Ensure the principles of the College’s equality policies are encompassed within all aspects of work
* Promote and safeguard the welfare of young people and vulnerable adults, and work within the framework of the College’s Safeguarding Policy
* Be committed to the promotion of fundamental British values as defined by the Prevent duty
* Work cooperatively and collaboratively with all colleagues
* Support the ethos and values of the College in all aspects of work
* Undertake any other duties commensurate with the grade range of the post

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PERSON SPECIFICATION**

Post: Estates Trades Specialist (with specialism in carpentry/mechanics/plumbing)

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|  | Qualifications and Training | Essential (E) or Desirable (D) requirements | How Measured:  A = Application form  I = Interview  C = Certificates |
| 1.1 | Three year apprenticeship in Plumbing, Carpentry, mechanical engineering, electrical or painting and decorating. NVQ Level 2 Plumbing or BTEC, ONC in Mechanical Engineering or equivalent. Recognised and registered CITB or EITB | E | A/I/C |
| 1.2 | City & Guilds in Mechanical Engineering Parts 1, 2 & 3 | D | A/C |
| 1.3 | Good general education - GCSE of Maths & English at grade 4-9 (formerly A-C), or equivalent. | D | A/C |
|  | Experience |  | How Measured |
| 2.1 | Worked in a similar role and have a minimum of 3 years relevant experience | E | A/I |
| 2.2 | Experience of delivering consistently high levels of customer service | E | A/I |
| 2.3 | Experience of implementing Health and Safety policies/procedures and checks | E | A/I |
| 2.4 | Experience of undertaking and completing maintenance tasks to a high standard | E | A/I |
| 2.5 | Relevant maintenance background | E | A/I |
|  | Special Knowledge/Skills/Abilities |  | How Measured |
| 3.1 | Excellent communication skills are required both written and verbal | E | I |
| 3.3 | Experience of Building Management Systems | D | I |
| 3.4 | Basic computer skills | D | I |
| 3.1 | Knowledge and experience in the application of Health & Safety procedures, asbestos and safe water systems. | E | A/I |
|  | Disposition/Attitude |  | How Measured |
| 4.1 | Willingness to update and adapt skills as required by the demands of the role | E | I |
| 4.2 | Willingness to adopt new working practices and adapt to change | E | I |
| 4.3 | Ability to work under pressure and meet tight deadlines | E | I |
| 4.4 | Commitment to customer-focused service | E | I |
| 4.5 | Ability to demonstrate an understanding of equality and safeguarding, and their importance within the College, appropriate to role | E | I |