



JOB DESCRIPTION

POST TITLE: Facilities and Maintenance Operative

REPORTING TO: Facilities Supervisor

MAIN PURPOSE OF THE POST:

The primary purpose of the role is to deliver a comprehensive service for planned, reactive maintenance, statutory compliance and long term maintenance. To help manage and maintain our buildings and grounds so they are fully operational, safe, secure and ready for use by students, staff and visitors.

Working within an established facilities maintenance team you will carry out general building repairs, maintenance and building services duties around University buildings & grounds. You will work between our two sites in Leeds City Centre and have key holding responsibilities for both.

MAIN TASKS

1. To play an active role in the University's reactive and planned maintenance programme undertaking maintenance and repair work across the University.

Examples of duties include:

- The supervision of hard and soft services within the buildings and related maintenance contracts and minor projects.
- General repairs to buildings identified through risk assessment and fire risk assessment typically including adjusting / replacing door closers, fire stopping, and intumescent stripping.
- Testing emergency lighting.
- Replacing filters within air handling units.
- Undertaking Portable Appliance Testing.
- Taking meter readings.
- Undertaking plant room checks.
- Assisting with the water treatment arrangements for fixed assets.
- Undertaking Building Management System checks.
- Internal and external painting and decorating.
- Clearing of building gullies and guttering.
- Clearing/cleaning rainwater drainage channels on building flat roofs.
- Replacing fuses in appliances.
- Clearing blocked and replacing leaking drainage.
- Replacing lamps & tubes.

- To carry out regular flushing of infrequently used systems.
 - To liaise with building users to minimise the impact of work and to keep them informed of progress.
 - To learn the location of key fixed assets and to become familiar with building installations to enable an effective first line response.
 - To work closely with the estates helpdesk and Facilities Coordinator.
2. To maintain records of work undertaken and proactively report areas in need of repair.
 3. To supervise and monitor works carried out by external service maintenance contractors and undertake small scale repairs as directed by the Facilities Supervisor.
 4. To be involved in estates construction and renovation projects at the University.
 5. To construct temporary walls, install shelves and fix furniture including in supporting University exhibitions and events.
 6. To be the first line of security on Campus, ensuring a safe and secure environment is maintained.
 7. To regularly test & manage building systems such as fire alarms, emergency lighting & intruder alarms and liaise with alarm servicing companies on servicing or faults.
 8. To be part of the University's emergency call out response on a shared rota basis. Responding to police or other call outs in relation to security incidents or general building emergencies when our buildings are closed.
 9. To be a key holder for the University and to open and close the University buildings on a rota basis, ensuring that our premises are secured.
 10. To provide assistance to students and staff from all areas of the University.
 11. To monitor and help maintain a positive Health & safety environment in University buildings and liaise with fire or emergency services as necessary.
 12. To act as a Fire Warden and be a First Aider for the University.
 13. To inspect and maintain cleaning standards, liaise with the cleaning team and where required clear litter outside and inside the buildings as necessary.
 14. To set up rooms for meetings and activities, moving furniture and equipment around the buildings as required.
 15. To prepare the buildings for open days, briefing days, enrolments, special events or use by others.

16. To use in-house software to proactively log and complete helpdesk tickets and process mail.
17. To assist in ordering and organising the stockholding of maintenance supplies, materials and equipment.
18. To become knowledgeable about the University's fixed plant (boilers, lifts, compressors etc.) and assist with routine servicing and breakdown repairs.
19. To assist and cover for reception, postal and cleaning staff as needed and work with the Estates Facilitators where required.
20. To drive the University vehicle to move furniture and equipment between University sites and as required to collect materials and items from external suppliers.

Other

1. To comply with all relevant University policies and procedures including the Financial Procedures and Regulations.
2. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.
3. To work flexibly across all sites as required.
4. In the context of University and personal development to carry out any other duties that are commensurate with the post as directed by the Estates Management Team.
5. To adhere to the University's Health & Safety policies and procedures (including liaising with risk assessors and immediately taking appropriate action on any recognized hazard to the safe operation of the University).

PERSON SPECIFICATION:

Candidates should have and should demonstrate the following in their applications:

Criteria	Essential or Desirable	Method of Assessment
Qualification		
First Aid trained, or willing to become qualified.	Essential	Application Form
A relevant City & Guilds or NVQ qualification.	Essential	Application Form
GCSE / CSE Mathematics & English or equivalent (Grade C/4).	Essential	Application Form
A recognised form of training in multi building skills.	Essential	Application Form
Skills/Knowledge		

A UK driving licence.	Essential	Application Form/Interview/ Licence
Access to your own transport to respond to out of hours call outs.	Desirable	Application Form/Interview
A strong working knowledge of Health & Safety procedures.	Essential	Application Form/Interview
Experience		
Experience of working in a building support or maintenance role or proven experience within electrical, mechanical or building trades.	Essential	Application Form/Interview
Able to follow instructions accurately.	Essential	Application Form/Interview
Good customer care skills.	Essential	Application Form/Interview
A trade background.	Desirable	Application Form/Interview
Experience of supervising cleaning staff.	Desirable	Application Form/Interview
Basic computer skills.	Essential	Application Form/Interview
Personal Qualities		
Consistent and reliable in undertaking tasks.	Essential	Application Form/Interview
The ability to work effectively both as part of a team and independently.	Essential	Application Form/Interview
Evidence of a professional, proactive and flexible approach to work.	Essential	Application Form/Interview
Effective communication skills, both written and verbal.	Essential	Application Form/Interview
An ability to work to high standards.	Essential	Application Form/Interview
Portable appliance testing qualification and or experience of this discipline.	Desirable	Application Form/Interview
Knowledge of building regulations.	Desirable	Application Form/Interview
Scaffold/ladder/mobile platform certification and training.	Desirable	Application Form/Interview
Other		
An appropriate level of physical fitness is required.	Essential	Application Form/Interview

Additional Information

Blenheim Walk Opening Hours

Monday to Friday - 07:45 to 21:00

Saturday - 10:00 to 17:00 (this varies occasionally for Open Days)

Sunday - Closed

Vernon Street & Rossington Street Opening Hours

Monday to Thursday - 07:45 to 19:00

Friday - 07:45 to 17:30

Saturday & Sunday - Closed

The Postholder will work within a team of Facilities Maintenance Operatives on a general fixed shift pattern of Monday to Thursday 2pm to 10pm, and Friday 11am to 6:30pm. It also includes a 1 week in 7 rota'd Friday 5pm to 10pm and Saturday 8am to 6pm.

Start or finish times may vary depending on University activities and shift patterns. Working locations vary between campuses and on occasion off site for events or other University activities.

Flexibility with regard to the shifts, to cover occasional University events which may fall outside of the standard shift pattern, other special planned events and opening the buildings on weekends (holiday cover, sickness etc). Advance notice will be provided.

2. Please note there is variation on these hours over the summer period as our Building close at 6pm during August.

These arrangements are subject to ongoing review.