



JOB DESCRIPTION

POST TITLE: Building Services Operative

REPORTING TO: Facilities Supervisor

MAIN PURPOSE OF THE POST:

To undertake minor repairs and assist the Facilities Supervisor, Facilities Manager and Director of Estates & Resources with the maintenance, the security of University buildings, furniture and equipment and supporting University events. To work closely with the Risk and Safety Team to ensure that repairs undertaken by either the postholder or external contractors follow the University's Risk and Safety procedures.

MAIN TASKS

1. To be a key holder for the University and to open and close the University buildings on a rota basis, ensuring that the building is secured.
2. To be the first line of security in the University buildings, ensuring a safe and secure environment is maintained.
3. Regularly test & manage Building systems such as Fire Alarm & Emergency
4. To respond to police or other call outs with regard to emergencies or break-ins at any of the University buildings on a night, weekend, or bank holidays and during University closure periods on a rota basis.
5. To undertake maintenance work including small and large projects, as directed by the line manager.
6. To maintain a log of maintenance work carried out and to advise the line manager of works required.
7. To oversee outside contractors' work and to give them assistance as may be useful and reasonable.
8. To monitor Health and safety within University buildings and to liaise with fire services, environmental health officers and others, as necessary.

9. To provide the Estates Facilitators with support and assist where necessary duties such as mail and deliveries.
10. To act as a Fire Warden and be First Aid trained.
11. To inspect and maintain cleaning standards, including clearing litter outside and inside the buildings where necessary.
12. To move furniture (including lecture theatre seating), fixtures and fittings around the buildings as directed by the line manager.
13. To prepare the buildings for open days, briefing days, enrolments, special events or use by others.
14. To use in-house software to proactively log and complete helpdesk tickets and process mail.
15. To assist in the maintenance of the grounds.
16. To assist in the redecoration of the buildings.
17. To assist in ordering and organising the stockholding of maintenance supplies.
18. To become knowledgeable about the University's fixed plant (boilers, lifts, compressors etc.) and assist in organising routine servicing and breakdown repairs.
19. To assist in creating display stands and organising the buildings for University shows.
20. To liaise with fire/Intruder alarm companies and assist in the servicing of equipment.
21. To assist and cover for reception, postal and cleaning staff as needed.
22. To drive the University vehicle to move furniture and equipment between University sites.

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
Skills/Knowledge		
A clean driving licence and access to your own transport to respond to call outs during unsociable hours	Essential	Application Form/Interview/ License
Good verbal communication skills.	Essential	Application Form/Interview
A strong knowledge of Health & Safety procedures	Essential	Application Form/Interview
Experience		
Experience of working in a building support or maintenance role or have undertaken these duties as part of another post.	Essential	Application Form/Interview
Able to follow instructions accurately.	Essential	Application Form/Interview
Experience of supporting events	Desirable	Application form/Interview
A trade background.	Desirable	Application form/Interview
Experience of supervising cleaning staff.	Desirable	Application form/Interview
Personal Qualities		
Consistent and reliable in undertaking tasks.	Essential	Application Form/Interview
The ability to work both as part of a team and independently.	Essential	Application Form/Interview
Evidence of a flexible approach to work.	Essential	Application Form/Interview
An ability to work to high standards.	Essential	Application Form/Interview
Other		
Able to fit in with the values and ethos of the University.	Essential	Interview

Additional Information

The postholder will join a small building services team to provide cover on a shift pattern which includes 6.00am starts, 10.00pm finishes and rota'd weekend working. The average working week for the rota pattern is 37 hours. Working locations vary between campuses and on occasion off site for events or other University activities.

There must be flexibility with regard to the shifts, to cover for University events until midnight, other special planned events and opening the buildings on weekends (holiday cover, sickness etc).

- NB
1. Any additional hours must be agreed in advance by your line manager
 2. Please note there is variation on these hours over the summer period.

These arrangements are subject to ongoing review.