

## Maintenance Operative (Mobile) Job Description

**Job Title:** Maintenance Operative – Mobile multi-trade  
**Department:** Maintenance Department  
**Responsible to:** Maintenance Manager  
**Salary range:** £25,500 - £27,500 (depending on skills, knowledge and experience)

### Duties and Responsibilities:

#### General Duties:

- To ensure all work is carried out with due regard to the health and Safety at Work Act, the College Health & Safety Policy and all relevant current health and safety legislation.
- To undertake checks and testing in accordance with relevant legislation and keep appropriate records.
- To monitor, and keep up to date, the maintenance ticketing system, assigning relevant tickets to yourself, or appropriately delegating to others. Working with the maintenance manager, ensure tickets are assigned the correct priority and that works are undertaken within the specified time frames.
- To ensure that relevant tickets, permits and training required to fulfil duties are keep up to date and that the maintenance manager is given sufficient notice of any required updates.
- To ensure college guidelines are followed before entering Student, Staff or Fellows rooms.
- Drive the College van, a current manual driving license is required for this.
- To work from ladders, steps and scaffolds as required.
- To ensure that low stock levels of general materials are reported in a timely manner to ensure no loss of continuity in providing an efficient service.
- To assist contractors and other trades as and when required and as directed.
- The post holder will be required at all times to carry a means of two-way communication when on duty.
- To ensure that all records relating to services and appliances are properly completed as required.
- To ensure that all working areas under the post-holder's responsibility are kept in a secure, clean, safe and tidy condition.
- Working with other trades to perform routine maintenance as and when required. This may involve working at height, manual handling, the removal of rubbish and similar waste and moving of furniture.

- To carry out such other duties as may be required, which may include painting, decorating, tiling, plastering and making good, basic plumbing duties including clearing blockages, some carpentry and roofing, as directed.
- The post-holder will also be expected to carry out other minor works, alterations, refurbishments and installations as required, including to assist other members of the team as and when required including the moving of furniture, rubbish, etc.
- Any other reasonable duties as may be requested by the Maintenance Manager.

#### Specific Responsibilities:

- To ensure that all plumbing, electrical and general maintenance work is carried out within the College premises conforms to current regulatory requirements. Reporting any non-conformances for corrective action.
- To ensure that all equipment for which the post-holder has responsibility is securely stored and properly maintained.
- To liaise with contractors engaged to work on the College services, plant, fixtures and fittings as required.
- To take responsibility for any nominated PPM work, including but not limited to emergency lighting checks, meter readings, temperature checks, flushing, drain and gutter clearances.
- To use powered hand tools and workshop machinery where individual qualifications and competencies permit.
- Take direction from the College tradespeople as necessary.
- Maintain good communication with the maintenance team, reporting issues to the maintenance manager as required.
- Maintain vehicle stock to allow timely repairs, ensuring issues are fixed first time and at root cause.

Maintenance Operatives will be expected to deal with emergencies on a call out basis for which an additional payment/time off in lieu will be made.