Buildings and Maintenance Co-Ordinator

Job Description

Job Title: Buildings and Maintenance Co-ordinator
Line Manager: Head of Buildings and Maintenance
Salary: FTE salary £22,500-24,500 depending on skills and experience. Full or part time

Purpose of the Job
To work with the Head of Buildings and Maintenance to ensure the Buildings and Maintenance department is safely and efficiently run. The Co-ordinator will undertake administrative tasks and will be a key asset in ensuring all safety and legislative standards are adhered to. The post holder will work closely with all other operational departments, communicating effectively such that common goals are achieved.

Primary Responsibilities

To support the Head of Buildings and Maintenance in all areas of administration, to include but not be limited to:

Team Management

- Monitor department training:
  - Track completion of modules and alerting team members when training is due for completion, escalating to Head of Buildings and Maintenance as required
  - Book team members on external courses once approved by Head of Buildings and Maintenance
- Track training spend to budget, reporting activity to the Head of Buildings and Maintenance.
- Prepare induction documents for new starters and support the team within the process.
- Approve holiday based on department parameters for absence.
- Scan HR related documentation to HR ensuring confidentiality at all times.
- Prepare RTW paperwork, ensuring all previous occasions and reasons are input. Take receipt of all fit notes and ensure HR receive these along with a self-certification form and RTW form.
- Submit absence report to HR weekly.

Finance & Purchasing

- Under the guidance of the Head of Buildings and Maintenance, complete the Barclaycard return for the Buildings and Maintenance department.
- Support the Head of Buildings and Maintenance in the approval of invoices.
- Under the instruction of the Head of Buildings and Maintenance, place orders with approved suppliers.
- Order and track uniform for new and existing team members, as approved by the Head of Buildings and Maintenance.
- Raise POs for contractor work as instructed.
- Assist with budget preparation as required.

Contractors

- Maintain and update the contractor register, setting up new contractors when required.
- When required, request contractor RAMS for works and file for the Head of Buildings and Maintenance to review.
• Keep a diary of expected contractors and pending works.
• Support the Head of Buildings and Maintenance with internal communications regarding works that may be disruptive to College members.
• Request quotes from approved contractors and prepare paperwork to engage with new contractors on behalf of the Head of Buildings and Maintenance.
• Request quotes from suppliers as instructed.
• Escort contractors on site if needed.

Compliance

• Monitor statutory servicing plan and support the Head of Buildings and Maintenance to ensure contractors are engaged in a timely manner to complete work.
• Monitor Risk Assessment reassessment dates and schedule reviews on behalf of the Buildings and Maintenance Manager.
• Monitor and collate water hygiene testing weekly. Update records. Raise issues of non-completion to the Head of Buildings and Maintenance.
• Update Health and Safety audit reports and support the Head of Buildings and Maintenance in planning a program of corrective actions if required.
• Assist the Head of Buildings and Maintenance with accident and near miss investigations.
• Maintain records for the College’s vehicles ensuring the approved driver list is up to date and our terms of use policy is adhered to.

Operational

• Review and monitor ticketing system supporting the Head of Buildings and Maintenance to ensure requests are allocated to the correct department and by priority
• Analyse data from ticketing system to produce monthly dashboard updates under the guidance of the Head of Buildings and Maintenance.
• Maintain a register of complaints and track actions to address complaints.
• Act as point of contact when Head of Buildings and Maintenance is unavailable.
• Communicate timings for planned preventative maintenance to other departments and work with them to establish acceptable dates that works can be completed without impact to customers. Escalate issues to Head of Buildings and Maintenance.
• Track progress of the planned preventative maintenance plan and update as required.
• Work closely with the accommodation team to resolve issues raised to them by students or college guests.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the post holder and their line manager. The post holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.
Knowledge, experience and personal skills

- A high level of computer literacy and IT skills regarding common Microsoft platforms and applications.
- Accuracy and attention to detail.
- Excellent organisational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Willingness to work flexibly.
- Self-motivated, adaptable, enthusiastic and positive approach.
- Ability to work to a high level of accuracy and with independence within the framework of the agreed policies of the College and University.
- Confidential, diplomatic and approachable with a high standard of service.
- Ability to prioritise, work to strict deadlines and have excellent time management.

Health and Safety

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.