Maintenance Operative
Job Description

Job Title: Maintenance Operative – Plumbing bias
Department: Maintenance Department
Responsible to: Head of Buildings & Maintenance

Purpose of the role:
The post holder is required to work as part of a team engaged in the upkeep and maintenance of the College estate. They will have specific responsibility for assisting in the monitoring and maintenance of our plumbing systems and promote a culture of safe working practices across the College.

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 kept up to date and that the maintenance manager is given sufficient notice of any required updates.

• To enter college guidelines are followed before entering Student, Staff or Fellows rooms.

• Drive the College van, a current 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 to the college electrician.

• 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.

• 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 College plumber, Buildings Co-Ordinator or Head of Buildings & Maintenance.

Specific Responsibilities:

• To ensure that all plumbing work 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, particularly any with a plumbing association, including but not limited to temperature checks, drain and gutter clearance, services condition reporting, flushing and filter maintenance.

• To use powered hand tools and workshop machinery where individual qualifications and competencies permit.

• Undertake a range of plumbing work working in a team or autonomously, adhering to quality standards and timescales.

• Take direction from the College Plumber as necessary.

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.