Painter & Decorator / Maintenance Operative
Job Description

Department: Maintenance Department
Responsible to: Head of Buildings & Maintenance
Contract type: Permanent, full time

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 monitor, and keep up to date, the maintenance ticketing system, assigning relevant tickets to yourself, or appropriately delegating to others. Working with the Head of Buildings & Maintenance and the College Painter, ensure tickets are assigned in 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 Head of Buildings & Maintenance 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 driving license suitable for manual vehicles is required).
- To work from ladders, steps and scaffolds as required.
- To ensure that low stock levels of general materials are reported to the college painter.
- To assist contractors and other trades as and when required and as directed.
- 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 and manual handling
- To carry out such other duties as may be required, which may include tiling, plastering and making good, flooring, basic plumbing duties including clearing blockages 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.
- The post holder will be required at all times to carry a means of two-way communication when on duty.
- Any other reasonable duties as may be requested by the Head of Buildings & Maintenance.
Specific Responsibilities:

- Carrying out responsive and planned painting and decorating to both occupied and empty properties, to include glossing, emulsion, and occasionally papering. Ensuring effective preparation techniques, producing excellent finishes to all applications.

- To ensure that all equipment for which the post-holder has responsibility is securely stored and properly maintained.

- To take responsibility for any nominated PPM work.

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

- Undertake tower scaffold and ladder checks once training permits.

- Maintain good communication with the maintenance team, reporting issues to the Head of Buildings & Maintenance as required.

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.

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.