

JOB DESCRIPTION

General Maintenance Assistant

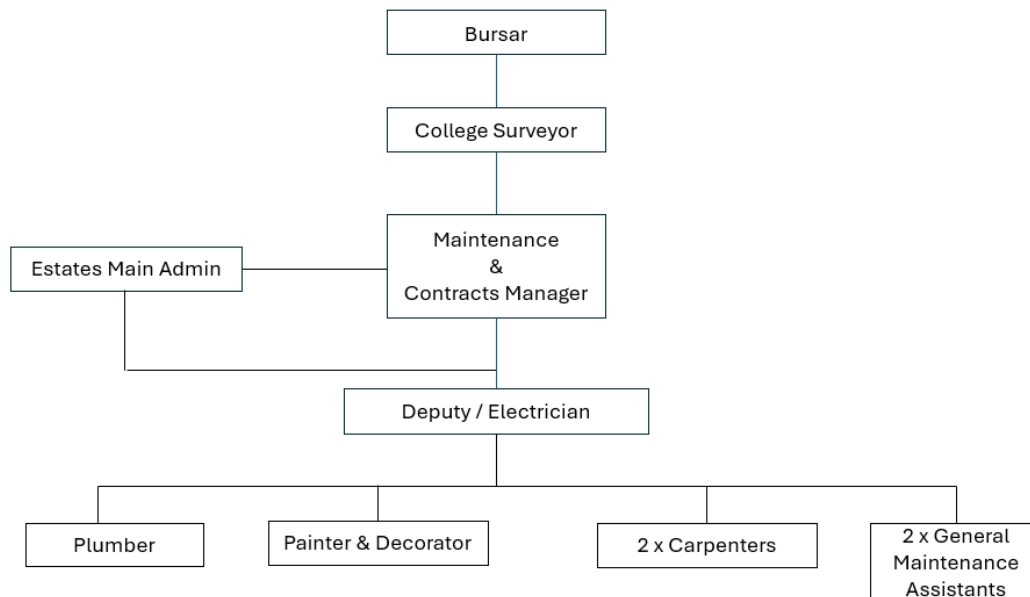
College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK’s first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton’s buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Role Purpose and Department Structure

- Team/ Department:** Maintenance
- Reporting to:** Maintenance & Contracts Manager
- Close working with:** The post holder will work closely with members of the Maintenance team
- Location:** Girton College, all outstations including Swirles Court and Cockcroft Plaice



Purpose of Job

To work as part of a busy Maintenance team of skilled craftspeople providing maintenance services to the college buildings and properties including the Swimming Pool.

Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Contracts and Maintenance Manager.

Specific swimming pool duties will include (full training will be given):

- Carrying out scheduled water dosing, using chemicals for example chlorine
- Cleaning filtration units
- Keeping/ordering of stock for cleaning supplies, spare parts and testing equipment.
- Attending to water hygiene incidents in connection with the swimming pool.
- Logging and reporting equipment faults or water quality problems to manager
- Clean, sweep, scrub and vacuum pool, pool gutters, sides and bottom from pool side.
- Clean filters, pool tiles and top deck
- Backwash and refill pool, perform safety checks on pool filtration and equipment.
- Carry out water quality, pH and temperature checks and record daily.
- Ensure that plant rooms are kept clean and that all appropriate safety signage is displayed

Specific maintenance duties will include:

- Perform minor repairs and adjustments to building fixtures and equipment
- To carry out basic Electrical maintenance tasks such as light bulb replacement, light cleaning, assisting College Electrician, meter reading.
- To carry out basic Plumbing and Carpentry work as required.
- To undertake various cleaning activities to College plant, to include fans, grills, drains, water courses etc.
- Assist other members of the department with a wide variety of general maintenance and minor repair work (within the postholder's capabilities) as instructed by the Maintenance & Contracts Manager or Deputy
- Assist in the collation of utility data, record usage and report figures
- To apply any regulation changes to working practices.
- To assist in maintaining accurate records of all plant maintenance and servicing schedules.
- Collect materials from suppliers using College transport. To deliver materials to College premises for maintenance and other College departments.
- Assist other College departments in lifting and moving operations where required.

Health and Safety Requirements:

All members of the maintenance staff should, at all times:

- Apply health and safety regulations and policies as appropriate and to always maintain a safe working environment.

- Follow all relevant COSHH information to include reading and understanding the product safety data sheets, ensuring the appropriate action is taken.
- Follow health and safety procedures (and risk assessments / method statements) of the College and those specific to the Maintenance department.
- Ensure that all tools are cleaned and put away in their correct and safe place.
- Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Maintenance & Contracts Manager and/or Deputy
- Report any faulty PPE to the Maintenance & Contracts Manager and/or Deputy.
- Report any potential hazards around the College to the Maintenance & Contracts Manager and/or Deputy

Other:

- To attend all team meetings and any relevant training.
- To assist in the Girton College work order process including accounting for time and materials used.
- Other duties as required.

The above is not an exhaustive list and you may be expected to undertake other related duties as required by the Maintenance & Contracts Manager or Deputy

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
A recognised qualification in Plumbing & Heating, Building or Electrical e.g. achievement of an NVQ Level 1 in relevant discipline or time served experience.	✓		CV and Cover Letter Interview
You are expected to hold a valid driving licence to enable you to drive the College van, which is used on a regular basis.	✓		
Skills and Experience	Essential	Desirable	Method of assessment
Must be able to work in remote and confined spaces, to work on ladders, portable tower and fixed scaffolding.	✓		CV and Cover Letter Interview Assessment Exercise*
Good communication skills, with the ability to relate well with all levels of staff, students, contractors and suppliers.	✓		
Good listening skills as well as verbal and written communication skills using a variety of communication methods (face-to-face, telephone, letters, reports)	✓		References
Good interpersonal skills to enable effective translation of problems into practical solutions.	✓		
A general understanding of swimming pool maintenance or water treatment process.		✓	
Knowledge of Mechanical, Electrical and/or Building trades		✓	
Understanding of IT		✓	
Understanding of Health & Safety legislation including COSHH.		✓	
Personal qualities	Essential	Desirable	Method of assessment
Ability to work as part of a team and independently.	✓		CV and Cover Letter Interview Assessment Exercise* References
Self-motivated and an ability to work without close supervision and a tolerance of dealing with routine problems.	✓		
Ability to work to deadline, with changing priorities, and remaining calm under pressure.	✓		
Ability and willingness to learn new skills	✓		

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

EMPLOYMENT

Salary	USSS Point 30 - 34 - £27,644 to £30,805 per annum (depending on skills and experience).
Working arrangements	Full Time (37.5 hours per week)
Contract term	Permanent, subject to a 6-month probationary period
Annual leave	Pro-rata of 26 days paid holiday plus 8 public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p>