

JOB DESCRIPTION

Job Title: General Maintenance Operative	Band 4: £21,197 - £23,144 <i>Opportunity to progress to £24,285</i>
Department: Facilities and Estates	
Reporting directly to: Maintenance Team Leader	
Supervisory responsibility for: N/A	
<p>Other Contacts</p> <p>Internal: Maintenance Team Leader; Operations Manager; Estates Director; Project Managers; Colleagues within the Estates and Facilities Department; Staff at all levels within University; Students and Visitors.</p> <p>External: Contractors; Design Consultants and Engineers.</p>	
<p>Main Duties*:</p> <ol style="list-style-type: none"> 1. To complete daily maintenance tasks such as installing shelving, undertaking repairs to walls, cabinets, flooring, basic carpentry and works to plumbing installations. 2. To work as part of a project team delivering in house maintenance projects ranging from refurbishment of academic or residential rooms to planned maintenance programmes. This may include carrying out some elements of redecoration. 3. To act as a “First Responder” to maintenance matters when required. 4. Deliver a high standard of workmanship and seeks to continuously update their skill set through training and professional development opportunities. 5. To maintain all store areas and workplaces in an efficient, safe and tidy manner. Ensuring all materials are used in a cost-efficient way, where possible standardising materials and methods used across university sites. 6. Assist the Maintenance Team Leaders by undertaking measurements and ordering materials for maintenance tasks and projects. 7. At times, it may be necessary in a reactive situation to arrange the ad-hoc collection of materials or equipment, which involves the use of university vehicles. 8. To take pro-active measures to ensure and enhance health, safety and wellbeing of themselves, staff, students and contractors/consultants. 9. To ensure that all duties placed on employees by the Health and Safety Act 1974 are adhered to as a minimum. 	

10. To follow RAMS as issued, and as necessary complete a point of work risk assessment to ensure work is carried out in a safe manner.
11. Report unsafe practices and near misses.
12. To wear and maintain in a professional state uniform provided by the University.
13. Wear PPE as outlined in the RAMS and as provided.
14. Communicate appropriately with the university's stakeholders, Students, Staff and visitors.
15. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
16. Take steps to ensure and enhance personal health, safety and wellbeing and that of other staff and students.
17. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitments to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.