

Job Description

Job title:	Maintenance Assistant (Compliance)
Department/School:	Estates
Grade:	4
Location:	University of Bath estate

Job purpose

The primary purpose is to safely undertake routine testing of emergency lighting, fire alarms, fire extinguishers, checking fire doors and compliance tasks. The post holder will also undertake planned and unplanned maintenance repairs.

All activity must comply with the University Health and Safety policies.

Source and nature of management provided

Electrical Engineer

Staff management responsibility

None

Special conditions

Due to the geographical spread of buildings a significant amount of walking will be required. Principal work area will be in the City Campus, however there may be occasions when working on Claverton Campus and other university property is required.

The post holder shall be required to drive University vehicles as required as part of normal duties.

The post holder will be provided with corporate wear, a name badge that is expected to be worn at all times, plus all PPE appropriate to the task undertaken.

Hours of Work 36.5 hours per week, falling between 08:30 to 17:00, to be worked flexibly as required by operational needs, Monday to Friday.

In addition the post holder may be required to work additional hours as required by business for which overtime or TOIL will be given.

Main duties and responsibilities	
1	Undertake the safe compliance testing of emergency lighting, fire alarms, fire extinguishers and fire doors across the University estate, including the recording and registering of results.
2	Ensure all work complies with relevant University of Bath standards and health and safety policy.
3	Ensure that all work completed is signed off on maintenance facilities software/paper returns
4	Report regular failures and repeated problems to assist with proper diagnosis and elimination.
5	Undertake visual compliance and safety checks and asset surveys as requested in areas which may include plant rooms and laundry areas.
6	Assist in the delivery of a planned and reactive maintenance that may include: <ul style="list-style-type: none"> • Minor redecoration and repairs • Make up of install shelving, notice boards and other fixtures and fittings • Minor plumbing works e.g. unblocking sinks and shower traps • Maintenance of items such as bathroom and kitchen extractor fans and cooker hoods
7	Attend regular meetings, training sessions and Toolbox Talks with the Maintenance Supervisor or others.
8	Source, order and cost materials as required and in consultation with the Maintenance Supervisor whilst utilising the University's store facility.
9	Maintaining a small stock of materials and tools required for reactive repairs whilst maintaining them in a secure, clean and safe environment.
10	<ul style="list-style-type: none"> • Liaise and work closely with a variety of stakeholders including: • Customers to ensure that any work undertaken does so with the minimum of disruption, giving regular feedback on progress • Colleagues across trades and other departments to provide an outstanding level of customer service to staff, students and visitors • Contractors, surveyors or other employed persons.
11	Minimise energy consumption e.g. water and electricity and maximise the recycling opportunities for waste.
13	The post-holder will be expected to use facilities and other computer software and systems as appropriate.
14	Undertake any training and development activities at the request of your line manager.
15	You are required to follow all University policies and procedures at all times and take account of University guidance.
16	You may from time to time be required to undertake other duties, in line with your skills and experience, as reasonably required by your line manager.

Person Specification

Criteria	Essential	Desirable
Qualifications Vocational training and experience to undertake the work described in the job description. ✓ A recognised City & Guilds or NVQ 2 qualification in an engineering/ building discipline, or a related subject. If no qualifications exist a willingness to undergo suitable training. ✓		
Experience/ Knowledge Can demonstrate that they understand the principles of compliance checking and undertake them in practice ✓ Have previous relative work experience in a building / maintenance services environment. ✓ Can demonstrate good DIY skills including basic plumbing to undertake the work described in the job description. ✓ An understanding of the principles of heating systems and hot and cold water systems. ✓ Experience in a customer facing environment. ✓ Basic understanding of larger mechanical plant and equipment, particularly in larger buildings. ✓ Able to use computer and familiar with maintenance software. ✓		
Skills Carry out basic domestic maintenance tasks. ✓ Use an electronic thermometer, interpret and enter data accurately on record sheets and small hand held PCs. ✓ Clearly describe and communicate situations that require remedial actions by others. ✓ Use hand and power tools to carry out basic domestic maintenance tasks. ✓		
Attributes Self-motivated and able to work on own initiative. ✓ Good interpersonal and communication skills to enable effective liaison with stakeholder described in job description. ✓ Demonstrate ability to prioritize tasks and manage time effectively. ✓ Ability to work as part of a team and on own initiative and under minimal supervision. ✓ Have a flexible and amicable attitude to change as driven by the needs of the business. ✓		

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.