

JOB DESCRIPTION

Job Title: Maintenance Administrator

Responsible to: Head of Maintenance

Liaison with: Bursar, Domestic Bursar, Maintenance Manager and team, other College members, contractors and suppliers

**Main Purpose of Job:**

Responsible for providing the Head of Maintenance and Maintenance Manager with a high level of administrative support. Keeping accurate records of planned and reactive maintenance, ensuring that maintenance of plant and equipment is undertaken at the correct intervals and assisting with the planning and co-ordinating of larger projects

**Health and safety**

* Keep accurate COSHH records and ensure that risk assessments are kept up to date
* Ensure any actions from fire, health & safety, insurance inspections are duly actioned
* Organise training specific to the department
* Arrange and diarise College ladder training
* Order PPE; maintain distribution list of PPE

**Service Contracts / Legislative Requirements (all sites)**

* Make appointments for service contractors at the necessary intervals and diarise
* Liaise with the necessary departments that may be affected by contractor visits
* Have working knowledge of the H B Allen Centre and Parks Road site to greet contractors and deal with access requirements
* Maintain a scheme of periodic electrical inspection testing; bringing any unsatisfactory inspections to the attention of the Head of Maintenance
* Maintain an up to date list of service contractors and emergency contact details
* Keep all service records up to date and make them available when needed
* Co-ordinate all legislative inspections e.g. lifting inspections and gas safe registration
* Act as a point of contact for utility companies

**Ordering / Invoicing**

* Place orders with suppliers as requested by the Maintenance Manager and Head of Maintenance
* Assist with sourcing parts where not available from regular suppliers
* Correlate invoices with purchase orders and service sheets
* Co-ordinate and order staff workwear

**Projects & Refurbishments**

* Organise meetings with contractors on site and diarise
* Distribute information to contractors e.g. drawings and specs
* Retain project data and pass relevant documentation to archives
* Request Health and Safety documentation from contractors prior to project commencement and file accordingly
* Assist with project logistics, advising affected parties of disruption, noise, shutdowns, access restrictions etc
* Keep a record of estimates and invoices

**Planned Maintenance / Rolling Programmes of Maintenance**

* Assist with coordinating a rolling programme of decoration with other departments and arrange contractors

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**General admin duties**

* Act as a central point of contact for the maintenance department
* Act as a central point of contact for tenants’ building related issues
* Input authorised maintenance staff holidays into a shared calendar
* Process routine correspondence and telephone enquiries
* Maintain up to date insurance records from all contractors
* Input and submit Payroll timesheet information for approval by the Head of Maintenance
* Print signage as required
* Co-ordinate meetings and diarise accordingly
* Take and distribute minutes and review actions required by others, e.g. sustainability meetings

**Sustainability**

* Input monthly energy data
* Play an active part in the Colleges evolving sustainability plan

**Authorised:…Bursar… Date: …November 2023…**