Job Description

Job Title: Maintenance Assistant
Reports to: Estates Manager
Grade: Keble Grade 2

Overall Objectives
To carry out maintenance work under the direction of the Estates Manager so as to ensure that the College’s buildings, utilities, plant, machinery and equipment are properly maintained.

Key Responsibilities

- Provide a rapid response service to deal with problems and breakdowns as they occur.
- Ensure that chemicals are safely stored and their use properly recorded.
- Carry out routine boiler room checks and monitor the College’s computerised boiler management system. Make changes to system settings as required ensuring mechanical plant continues working uninterrupted. Report any matters of concern to the Estates Manager.
- Identify and quantify materials required for maintenance tasks and collect materials from merchants if required using College vehicle.
- Participate in the water monitoring regime, including legionella inspections and checks.
- Maintain accurate and up-to-date records.
- Undertake the necessary training and attend refresher courses as and when required in order to be able to fulfil the duties of the post.
- To carry out emergency repairs and ongoing general maintenance work to all College buildings such as changing light bulbs, lock issues, minor furniture repairs and wide range of basic general repairs.
- To draw future maintenance requirements to the attention of the Estates Manager.
- Work with and assist other members of the department, in carrying out day-to-day general maintenance work and major refurbishment work.
- Adhere to the College’s Health and Safety Policy, carrying out duties in accordance with training and instruction received and informing the Estates Manager of any potential hazard or danger. Take reasonable care at all times; to guard personal safety and the safety of all persons who may be affected, by the job holder’s actions at work.
- Ensure correct use of all College power tools and equipment, keeping them in good working condition. Wearing Personal Protective Equipment as required and carrying out work in a safe and appropriate manner.
- Assist with keeping the maintenance workshop clean and maintained to a standard compliant with current safety regulations and the College Health and Safety Policy.
- Carry a College radio at all times (switched on) and, observing correct radio operating procedure, communicate with other members of staff as appropriate to carry out work with minimum disruption.
- Adopt a flexible approach towards the duties, and show a willingness to take on new responsibilities, and/or undergo further training in line with the development of the position and changing demands/circumstances within the College.
- Participate in the call out rota and attend call outs as laid down in the College On-Call arrangements (after probationary period).

Authorised ... Estates Manager ... Date ………………………