

JOB TITLE: Maintenance Operative

Job Ref: REQ181081

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

Job Description

Job Grade: Operational Grade 2

Job Purpose

- To be part of the Maintenance Team undertaking a wide range of Compliance and Maintenance duties, supporting trades staff across different trades areas.

Job Duties

To undertake a range of maintenance and compliance duties including but not limited to for example:

- Portable Appliance testing and updating of associated records
- Inspect and record mechanical and electrical plant rooms
- Enter data onto Compass system for water Hygiene
- Assist with PUWER and LOLER inspections
- Collect asset data and update schedules
- Water Hygiene tasks, Emergency light testing, Visual fire door inspection, assisting within the stores and key room
- Changing of light bulbs and fluorescent tubes and minor tasks connected with light fittings.
- Dealing with routine problems in connection with sanitary ware and bathroom fittings.
- To carry out minor repairs to decor of buildings.
- To accompany trades staff and assist with work where more than one person needs to be present.
- To accompany external contractors to locations on campus.
- To maintain and keep in a safe manner, all tools, materials etc. supplied
- To ensure that all works are recorded and visible through the Archibus CAFM system
- To understand and implement Health and Safety policies and requirements for yourself and others
- To assist with erection and dismantling of scaffold towers and the use of ladders or undertake specialist training where required
- To assist with keeping the FM Yard, offices and workshops clean and safe
- To hold a driving licence and be prepared to drive LU vehicles as and when necessary, including the towing of specialist equipment

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

There may be occasional requirements for working out of normal office hours at weekends and evenings.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Contracts and Compliance Supervisor or another nominee.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of undertaking maintenance tasks.	1,3
	Experience working with mechanical, electrical or building systems	1,3
	Experience within a customer - focussed environment.	1,3
	Working with planned maintenance systems	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Well-developed problem-solving skills.	1,3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1,3

	Good communication skills.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	IT skills as you will be using a work order management system.	1,2,3
Training	Manual handling training and working at heights training (or willingness to undertake this).	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	IOSH or similar H&S	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Working on large building estates	
	PUWER, LOLER equipment or other related legislative requirements	1,3
Skills and Abilities	Hold a B&E category driving licence	1, 3
Training	Portable appliance testing qualification	1,3
Qualifications	IOSH or H&S equivalent	1,3

Stages in assessment: 1 = application form at short listing, 2 = selection test, 3 = interview

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on OPERATIONAL FAMILY GRADE 2, SALARY BAND £16,146 - £17,079 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **1st March 2019**.