

**JOB DESCRIPTION FOR MAINTENANCE TECHNICIAN
MAY 2022**

A list of job duties associated with your job title is set out below. This job description is non-contractual and the Company reserves the right to amend, withdraw or depart from its provisions at its discretion. Subject to the Company's business requirements you may be required from time to time to undertake other work within your capacity and the Company reserves the right to amend the job title and/or job description from time to time, on a temporary or permanent basis, to reflect your own development or the Company's business needs.

Job title	Maintenance Technician Imago Venues
Band	B3
Team	Operations
Purpose of role	To carry out general maintenance at Imago Venues as directed by the Facilities Manager and/or Deputy Facilities Manager Support in the maintenance of plant and equipment, contract management, health and safety, energy and environmental management, along with soft services.
Reports to	Maintenance Lead
Manages	N/A
Main duties	<ul style="list-style-type: none"> • To understand and ensure Health and Safety policies are followed within the venues and that these are consistent with the University's policies, procedures, and standards. • Carry out regular quality and safety audits on operations and work in areas of responsibility. • Maintaining records of systems of works completed • To complete jobs allocated in a timely and safe manner • To use the company vehicle for travelling between venues. • Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences. • To be on a call-out rota, so that the buildings are covered at all times outside normal working hours, when on rota on standby or attending call out you will be reimbursed in line with company policy
People skills	Positive, open-minded outlook, innovative, flexible, and responsive to changing customer needs Ability to communicate effectively and listen to guests and team members

	<p>Good judgement skills to determine reactions and responses and to make sound decisions</p> <p>Honesty to be able to build trust with hotel guests and team members</p> <p>Proactive problem solving to be able to come up with solutions and deliver a perfect outcome with ever changing information, requests within the operation.</p>
Technical skills	<p>To have previously worked in a maintenance environment</p> <p>Knowledge of Health, Safety and Environmental legislation</p>
Qualifications	

I have given a copy of the above to (insert name) and have explained all aspects of it.

Name of Manager (please print)
 Signature of Manager
 Date

I confirm that I have been taken through the above, understand it and have received a copy of it.

Employee name (please print)
 Signature of employee
 Date