



## JOB TITLE: General Builder

Job Ref: REQ250339

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 4**

#### Job Purpose

To deliver the provision of a building fabric maintenance service that ensures the continual and efficient operation of the Loughborough campus estate

Reporting to the Building Fabric Team Leader, to be responsible for all planned and reactive building fabric maintenance and minor requested works to agreed standards and ensure minimum compliance standards are met. To work with our colleagues in schools, professional services, campus living, tenants and sports to collate and deliver a structured programme of building fabric maintenance and compliance delivery

#### Job Duties

- Deliver the planned maintenance tasks and minor works to ensure customer satisfaction
- To enter and update all works recorded and visible through the Archibus CAFM system
- To work to the Universities quality standards
- To adhere to the Health and Safety policies and requirements for yourself and others
- To operate cross functionally when required within the services functions
- To be available for emergency call-out on a rota basis to resolve any problems efficiently.
- To direct and lead with the erection and dismantling of scaffold towers and the use of ladders or undertake specialist training where required.
- Working in partnership with general building fabric maintenance team and undertake minor work tasks as and when required.
- To carry out joinery/bricklaying/building fabric/drainage and allied trades work in connection with planned and reactive maintenance and minor requested works – depending upon your area of expertise
- The machining and preparation of wood in connection with planned and reactive maintenance and minor requested works – depending upon your area of expertise
- To carry out asbestos inspections or support the teams nominated specialist in inspecting and updating statutory records.
- To become familiar with and use new equipment and systems (including the cutting of keys) or undertake specialist training where required

- Responsible for the general maintenance of all machinery and equipment including reporting of defects to the Building Fabric Team Leader
- A shared responsibility 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

To attend out-of-hours emergency work as and when deemed necessary

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

Reporting to the Building Fabric Team leader within the FM department.

## Person Specification

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	Have experience of working as part of a multi-disciplinary team delivering building fabric maintenance services on a large customer-based location	1,3
	Have experience of dealing with customers in a positive manner	1,3
	Familiar with reading and interpreting engineering and building schematic drawings associated with your own specific work areas	1,3
	Experienced in bricklaying, slab laying, block paving, roofing works, floor and wall tiling, plastering, above and below ground	1,3

	drainage systems, joinery works, locksmithing or other building fabric related areas	
	Have a knowledge of all other building related services	1,3
Skills and abilities	Able to work on own initiative, being proactive in foreseeing and addressing problems or issues	1,3
	Skilled roofer with qualified roofing experience	1,2
	Good interpersonal skills and a positive approach to developing and maintaining working relationships both within and outside the Department	1,3
	Able to prioritise own workload to ensure optimum efficiency and effectiveness	1,3
	Good communication skills to be able to communicate effectively with staff, customers and colleagues	1,3
	Ability to set standards and work to deadlines in respect of maintenance delivery and reporting	1,3
	Be computer literate, able to read and work with MS Excel, MS Word and familiar with maintenance management systems	1,3
	Demonstrate ability to accept responsibility for all building fabric maintenance, ensuring compliance and related works meet minimum standards	1,3
	A customer focussed approach to delivering excellent service and an ability to understand the requirements of non-construction professionals	1,3
	Ability to work safely at heights, lift weights and move heavy objects, to be reasonably expected within building fabric trades, work in confined spaces or a willingness to undertake training in these areas	1,3
	Be familiar with all building fabric trades and a knowledge of building services	1,3
	To have knowledge of asbestos awareness.	1,3
Training	A willingness to undertake further training and to adopt new procedures as and when required	1,3
	A willingness to approach self-development proactively	1,3
Qualifications	IOSH Working Safely or equivalent	1,3
	City and Guilds technical qualification (level 2) in a related trade subject or equivalent	1,3
	To have served an indentured apprenticeship or equivalent	1,3
		1,3
Other	To be available for call-out working on a rota basis	1,3
	To use LU PPE corporate workwear when needed	1,3
	Hold a full driving licence and be prepared to use University vehicles in conjunction with normal and call-out duties	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Be familiar with all building fabric trades and a knowledge of building services	1,3
Skills and abilities	Be able or willing to develop expertise in carrying out drainage works and surveys, working in confined spaces, using trade related machinery and equipment	1,3
Qualifications	Hold a B&E category driving licence	1,3

### Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on GRADE 4, SALARY £26,527-£28,381 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/>

