

Maintenance Operative

REQ260352

School/Department summary:

The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.

Job Description

Job Family and Grade: Operational Grade 3

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:

- To be willing to work and assist within the Plumbing, Building and Electrical disciplines
- Assist with water Hygiene tasks.
- 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 outlined in the document.

Organisational Responsibility

Reports to the: Contracts and Compliance Supervisor or another nominee

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at 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	A basic standard of education, up to GCSE or equivalent, is required demonstrating numeracy and literacy skills and IT awareness	1, 3
	IOSH or similar H&S	1, 3

Desirable Criteria:

Area	Criteria	Stage
Experience	Working on large building estates	1, 3
	PUWER, LOLER equipment or other related legislative requirements	1, 3
Skills and abilities	Hold a B&E category driving licence	1, 3
	Familiar with Microsoft systems	1, 3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.