

Maintenance Technician – Multi skilled

Job Description

The Role

Job title:	Maintenance Technician – Multi skilled
Department:	Facilities
Responsible to:	Facilities Manager
Location:	Cirencester
Salary:	Grade 5, £22,847- £27,116 per annum depending on experience
Term:	Permanent, full time - 35 hours per week
Relationships with:	Staff, students, guests, contractors and suppliers

Purpose

Working as a part of the University Maintenance Team to ensure the upkeep, repairs and general maintenance of University facilities, with particular emphasis on the electrical or mechanical services and equipment, is carried out safely and efficiently.

Key Responsibilities

1. Carry out general maintenance and repair work as part of the maintenance team, with specific responsibility for the electrical or mechanical installations and equipment.
2. You will also be expected to carry out other maintenance tasks that could include plumbing, boiler repairs, air handling plant, carpentry, painting & decorating & general building maintenance both inside and out, at University properties.
3. Carry out new installation works as required in a variety of commercial and domestic environments.
4. Carry out regular, routine maintenance and safety checks on University systems and equipment including the fire alarm, fire doors, emergency lights, intruder alarms, CCTV.
5. Carry out testing procedures on fixed installations through to portable appliance testing.
6. Record all safety checks and maintenance work carried out electronically, reporting time and materials used and any defects forwarded to the Estates Admin

- 7.** To be a part of the 24-hour return to work / call out cover as necessary on a 3-week rota basis. The role also requires occasional attendance that will include some unsocial hours providing coverage at larger functions / student balls taking place in University.
- 8.** Monitor and maintain stocks of materials, equipment and heating fuel to ensure sufficient levels are maintained to carry out all work and maintain heating and hot water services.
- 9.** Monitor and test heating systems / controls to ensure optimal energy consumption and minimum greenhouse gas emissions.
- 10.** Observe safe and environmentally considerate working practices at all times, complying with health, safety and other applicable regulations, keeping professionally up to date with applicable new regulations
- 11.** Assist other departments on occasion, especially during busy conference periods
- 12.** Such other tasks as may be requested by the Head of Department

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Reasonable standard of education, GCSE or equivalent	E	A
Recognised Electrical or Mechanical Engineering qualifications or similar. Approved apprenticeship or appropriate experience within Building Services City & Guilds 236 Part 1 + 2 or City & Guilds 2330 Levels 2 and 3 or NVQ Level 3 in Electrical Installation / Maintenance City and Guilds 2382 18th Edition ·3 Phase Electrics and it's applications Level 2/3 - City & Guilds - Building Services Engineering HVAC/Mechanical or equivalent	E D D D D D	A A A A A A
Knowledge, Experience and Skills:		
Experience in a similar maintenance / service environment or Electrical or Mechanical or similar installation background	E	A
Competent IT skills – Windows, Microsoft Office & outlook / email	E	A
Current driving licence or equivalent mobility	E	A
Comfortable lifting and moving heavy machinery and plant - up to 25 kg	E	A/B
Ability to communicate at all levels	E	A/B
Working knowledge of boiler equipment or heating controls / systems	D	A/B
Working experience in a similar maintenance environment, working in clean and dirty environments	D	A/B
Ability to work at heights	D	A/B

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Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to vacancies@rau.ac.uk stating where you saw the advert for the role
- **Closing date:** 7th August 2022 with **Interviews during:** w/c 15th August 2021.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.