

JOB DESCRIPTION

Job Title: Builder

Department: Works

Reports to: Senior Builder

Trinity College Works Department comprises a large in-house team of dedicated Builders, Carpenters, Electricians, Painters and Decorators and General Maintenance Assistants. These multi-trade teams work collaboratively to ensure that their combined experience and skills underpin the effective management and maintenance of the extensive College site at the heart of Cambridge. Many of the College's buildings are of National Heritage significance, with a high proportion dating between the 16th and 19th centuries. Demonstrable experience in traditional trades and craft skills; such as brickwork, leadwork, plastering, roofing and stonemasonry is therefore desirable.

Purpose of role:

The Building Team is responsible for assisting with maintaining the building fabric and structures, fixtures, fittings and drainage infrastructure within College properties. All members of the Building Team will play a key role in ensuring that work throughout College is delivered in a way that meets College standards and Health and Safety requirements, whilst minimising disruption to College operations.

Key accountabilities:

- To work energetically and flexibly in a team that undertakes a broad range of building maintenance repairs to the fabric of the buildings (modern and historic) and to the grounds of the College. This includes maintenance, repair and conservation of brickwork, stonework, cobbles, plaster, roofs, render and other paving stones and materials.
- To contribute to the repair and clear rainwater goods including cleaning gutters, downpipes and drains together with ensuring sewage systems are working adequately either responding to emergencies or in accordance with the maintenance plan, often working at heights (on roofs).
- In collaboration with the Senior Builder and College Surveyor, recommendations will need to be provided for repair specifications and methodologies designed to balance technical requirements and building performance. Ensuring the correct choice of materials and equipment (appropriate to the age and construction of the building), and ensuring that works are planned and programmed effectively to ensure quality standards are maintained alongside supporting operational continuity of use of the buildings and grounds.
- To proactively carry out regular condition inspections of College buildings (external and internal fabric), structures and hard landscaping within the Courts and Gardens. Reporting observations and findings to the Senior Builder to inform the development of a rolling programme of Planned Preventative Maintenance Tasks (PPM), Urgent Repair Works and Planned Small Projects Programme.
- To hold an awareness of both modern Building Regulations and the specialist consent and approvals requirements related to the repair, conservation and maintenance of heritage properties.

- To draft works materials schedules and lists to inform orders for materials and additional equipment required to complete specific tasks and work programs. Maximise opportunities for enhanced efficiency, building performance and environmental sustainability simultaneously
- To meet and oversee contractors, such as scaffolders, when carrying out work on behalf of the College, as required, ensuring that their work is quality assured, their behaviour is appropriate to a College setting and that they adhere to the College and Health and Safety rules and regulations.
- To ensure that all in-house work to College estate is carried out in a safe manner, aligned with all defined Health and Safety and relevant Compliance requirements. Ensure risk assessment and method statements are always completed as part of compliance with the CDM regulations.
- To consistently promote efficient working practices that collectively fulfil the need to ensure high quality works are delivered in a way that also ensures value for money, optimizing the use of the College by the College community (made up of Students, Fellows and Staff) and over 50,000 annual visitors to college.
- To work as a member of the Works team on a day-to-day basis dealing promptly and efficiently with general maintenance requirements as and when required work collaboratively with staff from other teams and departments to jointly maintain the upkeep of the College site. Supporting the development of other team members, including Apprentices.
- To embrace and contribute to the sustainment of a positive culture of continuous improvement, demonstrating commitment to promoting pride in the work delivered in College and embracing professional development. Demonstrate positive commitment to teamwork, collaborative and transparent ways of working.
- To undertake any other reasonable duties that may be required and are compatible with the nature of the job. Including commitment to providing out of hours call-out cover managed via a rota within the team and coordinated by the Senior Builder.
- To deputise for the Senior Builder during period of illness or approved absence, working collaboratively with other Trade Supervisors and the Building Services Manager to ensure college priorities are managed proactively.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> NVQ/City and Guilds NVQ 1, 2, 3 or equivalent qualification or experience in a Building Construction Trade 	<ul style="list-style-type: none"> Level 3 or above experience in a Heritage Trades / Craft e.g. experience In lime Plastering, traditional brickwork or stonemasonry IOSH Managing Safety
Skills/Technical Knowledge and Experience:	<p>Experience in one or more of the following:</p> <ul style="list-style-type: none"> Brick laying Lime plastering/rendering Brickwork and stonework Paving Drainage Floor and wall tiling General and up to date building construction knowledge Understanding of Health and Safety interface with construction works, including Asbestos, Working at Height and risk assessments. Responding to prioritised Works Orders working in a responsive repairs environment 	<ul style="list-style-type: none"> Experience working on heritage properties Working knowledge of building planning regulations Cleaning and treatment of brick and stonework structures Undertaking cyclical maintenance (gutters, roofs, drainage) Following Planned maintenance schedules (drainage, structures, roofs) Roofing repairs Inputting into Works and Programme specifications. Overseeing of contractors. Computer literacy skills (Microsoft Packages including excel, word, outlook and teams).
Personal Attributes & Particular Competences to be demonstrated:	<ul style="list-style-type: none"> Ability to effectively work within teams, sharing ideas and experience. Able to work flexibly to undertaken work in a dynamic work environment Attention to detail Positive and actively embrace change. Personal drive Commitment to self-development Good time management, organization and planning skills Maintaining a tidy and clean working environment 	

<p>Any other requirements:</p>	<ul style="list-style-type: none">• Full driving licence• Requirement to actively participate in an on-call out of hours emergency cover rota system (coordinated by the Senior Builder).• Trained and able to work at heights and use of MEWP/cherry pickers.• Must be able to perform the physical requirements of the role, with or without reasonable accommodations. These include standing for reasonable periods, lifting up to 25 Kgs repeatedly, and moving safely across various work environments.• The post holder may spend periods outside in inclement weather.	
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EMPLOYMENT DETAILS

Rate of Pay:	£34,719 per annum.
Hours:	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
Location:	In College or associated buildings
Contract type:	Permanent
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff who are on site and whose duties cover this period.
Probationary Period:	Six months.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months' service. All staff will become members unless they choose to opt out.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Private Health Care:	The College provides private health care and membership of a dental care scheme. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Cycle to Work Scheme:	There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it. Staff are able to apply for this scheme after successful completion of their probationary period. Maximum limits apply.
College Punts:	Use of College punts at a subsidised rate.