

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Builder/Maintenance Assistant</b>
<b>Department</b>	<b>Works</b>
<b>Reports to</b>	<b>Hard Services Manager/ Multi-skilled Builder Supervisor</b>

### **Background**

Trinity College founded by Henry VIII in 1546 is the largest and most impressive of the Cambridge Colleges with some 720 undergraduates, 350 postgraduates and 190 Fellows (the senior members of the College), plus some 340 staff. Staff can enjoy working in beautiful surroundings and within magnificent buildings which include the Great Court and Nevile's Court.

The Works Department has a team of Electricians, Plumbers, Builders, Decorators and Carpenters, supported by General Maintenance Assistants to provide maintenance and support for the services and upkeep of the buildings on an extensive site in the centre of Cambridge.

### **Purpose of the role:**

The Builder is responsible for assisting with maintaining the structure, fixtures, fittings and appliances within College properties. In addition, help ensure the College Buildings fulfil their College function and comply with relevant legislation and regulations.

### **Main Responsibilities:**

- To work alongside the Builder Supervisor, supporting his work alongside their own tasks.
- To help manage and maintain College properties, ensuring all work is carried out to a high standard and in a timely fashion.
- Carry out a broad range of general building maintenance repairs covering items such as brick, stonework, cobbles and paving.
- Clean gutters, drains, down pipes and roof areas, working at heights in a safe method according to safety measures in place.
- Cleaning and treatment of brick and stonework facings and minor plastering and tiling repairs.

- To work as a member of a team on a day-to-day basis to deal promptly and efficiently with general maintenance requirements as and when required.
- In the absence of a supervisor, plan daily work and raise order requests as required.
- To physically complete or assist others to complete works requests as required.
- Safety is paramount, the post holder must ensure their work involved in maintaining the College estate is carried out in a safe manner considering Health and Safety requirements, ensuring risk assessment and method statement requirements are applied at all times.
- To meet and oversee contractors when carrying out work on behalf of the College, as required.
- To attend training and department meetings.
- Any other reasonable duties that may be required and are compatible with the nature of the job.

The role holder may be required to work additional hours on a rota basis to respond to emergencies occurring outside normal working hours.

A uniform is provided which includes PPE.

## PERSON SPECIFICATION

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>NVQ/City and Guilds NVQ 1, 2, 3, or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Plastering</li> <li>Brick laying</li> <li>Wet Trade Apprenticeship</li> <li>IOSH Managing Safely</li> </ul>
Skills/Technical Knowledge and Experience:	<ul style="list-style-type: none"> <li>Brick laying</li> <li>Lime plastering/rendering</li> <li>Brickwork and stonework</li> <li>Paving</li> <li>Drainage</li> <li>Floor and wall tiling</li> <li>Site health and safety</li> <li>Asbestos</li> <li>Working at heights</li> <li>General and up to date building construction knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Experience of heritage properties</li> <li>Knowledge of building regulations</li> <li>Cleaning and treatment of brick and stonework structures</li> <li>Cyclical maintenance (gutters, roofs, drainage)</li> <li>Planned maintenance (drainage, structures, roofs)</li> <li>Roofing</li> <li>Overseeing of contractors</li> <li>Computer skills</li> </ul>
Personal Attributes & Particular Competences to be demonstrated:	<ul style="list-style-type: none"> <li>Ability to effectively work within teams, sharing ideas and experience.</li> <li>Flexible to carry out work where required</li> <li>Working with diverse 'customer' base</li> <li>Excellent time keeping/task management/planning ahead</li> <li>Attention to detail</li> <li>Positive and actively embrace change.</li> <li>Personal drive</li> <li>Self-Development</li> <li>Good organising &amp; planning skills</li> <li>Clean working</li> <li>Flexibility and quick thinking</li> </ul>	
Any other requirements:	<ul style="list-style-type: none"> <li>Full driving licence</li> <li>Ability to undertake emergency call out duties.</li> <li>Trained and able to work at heights and use of MEWP/cherry pickers.</li> <li>Physically fit to lift 25 Kgs, climb ladders, scaffolding and access roofs and voids</li> </ul> <p>The work includes climbing staircases in old buildings, accessing awkward areas, carrying/transporting loads and walking /cycling round large areas of the College.</p>	<ul style="list-style-type: none"> <li>The post holder may spend periods outside in inclement weather.</li> </ul>

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£27,556 per annum.
<b>Hours:</b>	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
<b>Holiday:</b>	25 working days plus 8 public holidays (pro rata for part-time staff).
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period.
<b>Probationary Period:</b>	Six Months.
<b>Pension Scheme:</b>	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
<b>Employee Assistance:</b>	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.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
<b>Access to College:</b>	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.
<b>Private Health Care:</b>	The College provides health care currently through membership of AVIVA. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
<b>Cycle to Work Scheme:</b>	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, over 12 months, up to a maximum value of £6,000.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.
<b>College Punts:</b>	Use of college punts at a subsidised rate.