JOB DESCRIPTION

Job Title: General Maintenance Assistant

Department: Works Department

Background

Trinity College is the largest of the Colleges of Cambridge University, with some 650 undergraduates, 350 postgraduates and 172 Fellows (the senior members of the College), plus some 350 staff. The College is a very diverse community, with about a fifth of its undergraduates and half of its post-graduates coming from overseas.

Department Background

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

Reports to: General Maintenance and Furnishings Supervisor

Purpose of role: The General Maintenance Handy Person will provide both a reactive and planned maintenance role covering cleaning of shower heads, meter reading, ladder inspections, furniture moving, building condition surveys, reporting faults and problems, verbally and in writing and provide general support as directed.

Main Responsibilities:

- Support College compliance duties, set-up rooms for functions and teaching, help move furnishings.
- To assist with regular routine maintenance on plant and equipment, ensuring a minimum of College and or statutory requirements are maintained.
- Additional attendance may be required in order to respond to emergencies occurring outside normal working hours on a rota basis and overtime may also be required to be worked to ensure that all jobs/tasks are completed each day or week
- To undertake any other relevant duties, which arise due to the nature and character of the post as required.

This list is not expected to be a complete job analysis due to the varied nature of the work required. The General Maintenance Handy Person may have to do other jobs from time to time as directed by Management, within their capabilities. Maintenance, repairs and emergencies occur throughout the College site, covering an area from Grange Road to Jesus Lane and it involves working in buildings of varying ages with access to stairs, basements and roof spaces.
PERSON SPECIFICATION

Knowledge and Experience

Ideally, you should have experience of working within a buildings maintenance environment. You should also possess basic IT skills, such as use of emails, record keeping and smartphone technology.

Skills and Personal Attributes

• Candidates should be adaptable, able to use their own initiative within set parameters, and be able to respond to emergencies.
• Being comfortable working on your own but also part of a team.
• Good communication and interpersonal relations.
• Being comfortable working at height.
• A positive attitude and ability to work in a methodical manner.
• Be punctual.
• Well presented.
• Ability to work flexibly.
• Able to use College Cycle (provided) to transport themselves and tools around College and its surrounding sites.
• Driving licence desirable but not essential.

Health and Safety

All staff to show a responsible attitude towards their own, their colleagues and any other persons that may be affected by their actions in relation to Health and Safety. Observing rules, regulations or instructions given by Superiors. They must be prepared to undertake any training provided in relation to Health and Safety or which is identified as necessary in relation to their work.

Additional Information

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

Rate of Pay: £20,899 per annum.

Hours: 39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.

Holiday: 25 working days plus 8 public holidays (pro rata for part-time post holders).

Meals: Free lunch is provided for staff whose duties cover this period.

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 month’s service. All staff will become members unless they choose to opt out.

Private Health Care: The College provides health care currently through membership of BUPA. 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.

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, offer regular outings to places of interest, and organises functions including a Christmas event.