

## **JOB DESCRIPTION**

**Job Title:** General Maintenance Assistant

**Department:** Works Department

**Reports to:** General Maintenance and Furnishings Supervisor

### **Background**

Trinity College is the largest of the Colleges of Cambridge University, with some 720 undergraduates, 350 postgraduates and 190 Fellows (the senior members of the College), plus some 350 staff.

### **Department Background**

Trinity College 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 role:**

The General Maintenance Assistant will provide both a reactive and planned maintenance role covering general repairs, cleaning of shower heads, meter readings, 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 including setting-up rooms for functions and teaching.
- General repairs as directed.
- Move of furniture and furnishings.
- 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 Assistant 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**

- Experience of working within a buildings maintenance environment.
- 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.
- Be comfortable working on your own but also part of a team.
- Good communication and interpersonal relations.
- Be comfortable working at height.
- Have a positive attitude and ability to work in a methodical manner.
- Be punctual.
- Well presented.
- Ability to work flexibly.
- Able to use College bicycle (provided) to transport themselves and tools around College and its surrounding sites.
- Driving licence is required in order to drive the College vans.

### **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 managers and supervisors. 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

<b>Rate of Pay:</b>	£28,797 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 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.
<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. Staff are able to apply for this scheme after successful completion of their probationary period. Maximum limits apply.
<b>College Punts:</b>	Use of College punts at a subsidised rate.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.