

JOB DESCRIPTION

Job Title: Senior Maintenance Assistant

Department: Works

Reports to: Soft Services Manager

Purpose of role: To co-ordinate and supervise the Maintenance team, providing an efficient, organised response to reactive works requests and planned preventative maintenance whilst ensuring the College's statutory compliance obligations are met.

Key accountabilities:

1. Assess and triage on a daily basis, requests received for reactive maintenance throughout the College from the Works Facility Management System, distributing work to appropriate team members, ensuring that staffing levels are adequate to meet the required safety levels, ensuring that work is completed to the correct standard and querying complex or sizeable requests with the line manager.
2. Complete day to day work activities generated from the FMS either solely or with team members, depending on the nature of the request including delivering furniture, moving furniture, general (non-specialist) repairs to buildings and fabric, assessing faults and either repairing or referring to specialist trades (electrical, mechanical, plumbing or carpentry), preparing and setting up rooms for events and meetings.
3. Plan and organise the relocation of Fellows from one room to another, communicating with the Fellow concerned so that the requests are fully understood, setting up a schedule for the move, the labour required and timing to ensure a smooth transition with minimal disruption. Liaise with line manager in the event of a complex or high risk move.
4. Complete risk assessments for the work undertaken by the team, ensuring that current risk assessments are up to date and completing dynamic assessments as required, observe and instruct on safe systems of work ensuring that the team adheres to safe working practices at all times.
5. Supervise the General Maintenance Assistants, providing induction for new staff, monitor performance, conduct appraisals and regular 1:1 meetings, provide motivation, guidance and training as required, raise concerns with the team member should performance be below the required level, referring to the line manager where issues persist. Monitor absence, completing return to work interviews and highlight to the line manager when absence triggers are reached or there is general concern regarding the health or wellbeing of a team member.
6. Attend bi-weekly manager/supervisor department meetings to report on workload, upcoming projects and to provide help and guidance to colleagues as required.

7. Raise orders with procurement for tools, equipment, furniture and materials to ensure stock level remains above pre-agreed minimum levels to avoid stock shortages and reducing the ability to respond within agreed standards
8. Work collaboratively with other Works Department Trades and managers and with staff within other departments as appropriate, such as Housekeeping, on specific tasks, Liaising with College departments to assist and support with planned events, such as the May Ball, maintaining an effective team based culture.
9. Provide emergency on-call cover, when required, in accordance with the department rota.

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

Criteria	Description
Experience	Experienced in leading a team of staff to continually improve productivity and work standards. Sound knowledge of minor multi-trade repairs in order to assist, advise and coach team members on methods and materials. Experience of furniture repairs and assembly.
Skills	Good organisational skills. Good carpentry skills. Ability to work on projects simultaneously. Ability to confidently communicate with staff members and management. A good standard of both written and spoken English. Basic computer literacy, i.e. Outlook email, basic Excel. Accuracy and attention to detail. Team player Diplomatic
Qualifications	IOSH or NEBOSH, IPAF to use Mobile Elevated Work Platforms (MEWPs), fork-lift trained – Both highly desirable. Working at Height Awareness.
Additional requirements	Able to use a cycle to travel across site. Current driving licence required as role holder will be expected to drive the Works Department van from time to time. Physically fit to lift and carry heavy and awkward items such as furniture. The buildings range from c1490 to the present day. There are many narrow stone staircases to negotiate on a regular basis. On call provision for after hours and weekends maybe required on a rota basis.

EMPLOYMENT DETAILS

Rate of Pay:	£36,117 per annum.
Hours:	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff 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 month's 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.

