JOB DESCRIPTION

Job Title: College Handyperson

Responsible to: Maintenance Manager

Role: To work as part of a multi skilled team to provide high quality maintenance and refurbishment of College property, ensuring high level of customer service is maintained in all work carried out.

Role:
To support the Maintenance Manager and Maintenance Office Manager in providing a multi-skilled reactive and proactive repair service to the College properties, Ensuring work to a high standard at all times whilst complying with College policies and Health and Safety practices.

Main Duties:
Working in conjunction with the Senior College Handyperson, and using the College Reporting System (CRS), carry out repairs to reported faults within the college to a high standard

Monitor the College Reporting System throughout the working day to ensure incoming tasks are actioned accordingly, working with the College Handyperson to achieve a high level of task completion.

Use, monitor and develop the Maintenance Reporting System i.e. software and hardware, in conjunction with the Senior College Handyperson, Maintenance Manager, Office Manager and IT manager to ensure maximum user efficiency and usability.

Liaise with the Senior College Handyperson and Office Manager, any tasks which are not achievable within S.L.A. for further action, and to carry out routine Planned Maintenance Tasks such as filter cleaning and Door Audit adjustments.

Liaise with College Electrician to ensure that all planned maintenance tasks such as Portable Appliance Testing (PAT), and Emergency Light Testing (ELT) are carried out to planned programming.

To ensure a suitable quantity of consumable items is kept to enable a quick response to reactive repairs from the College Reporting System and liaise with Office Manager to order supplies accordingly.

To assist other Maintenance staff to perform tasks as assigned by Maintenance Manager, Maintenance Office Manager or Works Foreman.

To undertake training as required performing duties within the role including Health and Safety courses

June 2019
To participate in the provision of out-of-hours cover as necessary

It is possible these duties will change due to the College needs and the job holders abilities and will be expected to co-operate where such changes are reasonable

Health and Safety Considerations:

Members of the maintenance department are required at all times to:

- Follow health and safety procedures of the College and those specific to the Maintenance Department.
- Ensure that all tools used are cleaned and put away in the correct and safe place. Tools must not be left around College properties.
- Wear appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Maintenance Manager and report any faulty PPE to the Maintenance Manager.
- Report any potential hazards around the College to the Maintenance Manager.