College Handyperson

Role

To work as part of a multi skilled team to provide high quality maintenance and refurbishment of College property.

Job Description

To support the Maintenance Manager in providing a multi-skilled reactive and proactive repair service to the College properties, ensuring work is to a high standard at all times and a high level of customer service is maintained in all work carried out. The post holder will also have the role of improving the condition of College areas.

Main Duties

Liaising with the Maintenance Office Manager, carry out proactive refurbishment of College property as and where required. This work will involve painting and decorating rooms and public areas, as well as relevant repairs within those areas.

Carry out routine preventative planned maintenance around the site in accordance with the Maintenance Office Managers Works schedule.
Retrieve maintenance tasks from the College Reporting System (CRS), and working in conjunction with the other College Handypersons, carry out repairs to reported faults to a high standard.

Monitor the CRS throughout the working day to ensure incoming tasks are actioned accordingly and work with the Senior College Handyperson to achieve a high completion rate.

Liaise with the College Electrician to ensure that all planned maintenance tasks such as portable appliance testing (PAT), and emergency light testing are carried out to planned programming.

Ensure a suitable quantity of consumable items is kept to enable a quick response to reactive repairs from the CRS and liaise with the Maintenance Office Manager to order supplies accordingly.

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

Participate in the provision of out-of-hours cover as necessary.

Undertake training as required performing duties within the role including health and safety courses.

It is possible these duties will change due to the College needs and the job holder’s abilities and the post holder 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 to the Maintenance Manager.

**Person Specification**

- Previous experience in a Handy Person / Painter / Decorator role
- Knowledge of different types of paints and finishes
- Knowledge of basic decorating techniques
- Knowledge of basic building construction
- A keen eye for detail and ability to complete work to a high standard of finish
- Flexibility to adjust and adapt to meet deadlines and operational changes
- Ability to work without supervision when necessary
- Basic knowledge of workplace health and safety
- Punctual, honest and reliable, with a positive attitude to work
- Customer-focused
- Polite and well-presented
- Good communication skills
- Physically fit, with the ability to lift and carry

**Where you fit in the structure**