JOB DESCRIPTION

Job Title: Maintenance Operative

Responsible to: Head of Buildings & Maintenance

Role: To undertake monthly PAT testing, emergency lighting tests, and water temperature monitoring to an agreed schedule.

To provide assistance to the Head of Buildings & Maintenance and all trades in the Maintenance Department.

Main Duties:

- To complete annual Portable Appliance Tests on all College electrical appliances.
- To assist the College Electrician in completing monthly emergency lighting checks.
- To carry out water temperature monitoring and flushing.
- To carry out routine maintenance tasks.
- To collect goods from local suppliers.
- To undertake and assist in any other tasks as instructed by the Head of Buildings & Maintenance or Maintenance Office Manager to enable the team to complete their tasks.
- To undertake all training deemed appropriate for the role by the Head of Buildings & Maintenance or Maintenance Office Manager. This will include health and safety courses.

It is possible these duties will change over time due to organisational need and the job-holder’s skills and previous experience.

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 work wear as provided by the College.
- Wear appropriate Personal Protective Equipment for tasks as necessary and as determined by the Maintenance Manager.
- Report any potential hazards around the College to the Head of Buildings & Maintenance.
- Report any faulty PPE to the Maintenance Manager.