JOB DESCRIPTION

Job Title: Maintenance Coordinator

Responsible to: Head of Buildings and Maintenance

Role: The Maintenance Coordinator will assume responsibility for managing the day to day administration of the Maintenance Department, and for ensuring health and safety and other legislative compliance.

Liaising with: The Maintenance Coordinator will need to work closely with all members of the Maintenance Department, and it will be necessary to build good working relationships and have effective communication with Heads of Departments and senior College staff and external contactors.
Key responsibilities:

- Maintain and monitor the college reporting database of reactive jobs, prioritise and allocate work to appropriate trades.
- Manage the in-house reporting system in conjunction with maintenance staff. Liaise with I.T. Dept. to develop the system to ensure effectiveness and traceability. Work closely with maintenance system users to ensure optimum output and feedback to clients.
- Maintain a listing of planned and preventative maintenance jobs. Work with maintenance staff to schedule project works.
- Maintain listing of actions highlighted by Compliance Officer and liaise with Head of Buildings and Maintenance to assess actions on task list.
- Provide a comprehensive level of communication between the Maintenance Department and the College regarding notification and status of works, disruptions to services and access requirements.
- Obtain competitive quotations for works from external contractors and suppliers. Ensure all essential paperwork is in place before works are carried out. Liaise with and provide on-site induction to external contractors.
- Purchase materials and equipment for the Maintenance Department ensuring most competitive pricing whilst maintaining quality standards.
- Authorise and code invoices for payment by the Bursary.
- Prepare Health and Safety documentation including risk, manual handling and COSHH assessments under the direction of the Head of Buildings and Maintenance. Ensure that all documentation is completed and stored to college policies and procedures.
- Ensure that accurate records are kept for legislative and monitoring purposes.
- Ensure all monitoring and servicing activities i.e. emergency light testing, boiler servicing and meter readings are completed to agreed schedules and accurate records are kept.
- When issues concerning legislation and regulation are raised, investigate details to assess impact on the Department and advise the Head of Buildings and Maintenance.
- Provide an administrative service to the Maintenance Department, including holiday and sickness recording and overtime applications.
- Provide temporary/holiday cover, in conjunction with the Works Foreman, during any absence by the Head of Buildings and Maintenance.
- Assist the Head of Buildings and Maintenance in producing termly reports for the Buildings & Estates Committee and progress all actions required by the Committee.
- To be aware of, and to enforce the Accident Reporting Procedure.
- To undertake any other duties as requested by the Head of Buildings and Maintenance within the scope of the post.
MAINTENANCE COORDINATOR: PERSON SPECIFICATION

Essential skills and experience:

- Excellent administration, organisational and time management skills.
- Self-motivated, with the ability to work without supervision, and a tolerance of dealing with routine problems.
- Ability to work well under pressure.
- Excellent communication skills, with the ability to interact with members of the Fellowship, Staff, Students, Contractors, and Suppliers.
- Attention to detail to ensure all tasks are completed, deadlines are met and paperwork is processed and passed to other College departments in a timely manner.
- Excellent computer literacy using Microsoft Office (Word, Excel, Access and PowerPoint).
- Ability to provide practical solutions to problems.
- Good negotiation skills.
- Customer-focused.
- Polite and well presented.
- Good timekeeping.
- Ability and willingness to learn new skills and undertake any training deemed relevant to the post.

Desirable skills and experience:

- Previous experience of working in a maintenance department or building trade, e.g. familiarity with maintenance terminology and health and safety issues.
- Previous experience of working in an educational environment or housing association.
- A willingness to continue personal development.