JOB DESCRIPTION

Job Title: Multi-Skilled Trader

Responsible to: Head of Buildings and Maintenance.

Role: The post is based around carpentry skills which can be applied in many formats, whilst working as part of a multi skilled team to provide high quality maintenance and refurbishment of College properties, ensuring a high level of customer service is maintained in all work carried out.

Main Duties:

- Fit and install doors, locks and ironmongery
- Undertake basic carpentry tasks such as fitting kitchen units and worktops, build and finish stud wall partitions, fit and install shower paneling, and installing drywall sheets
- Work as part of a team to complete small scale alterations to College properties, ideally including brick laying, basic plastering, painting, basic plumbing and basic electrical
- Carry out general manual handling tasks, including moving sheet and sacked materials and bulk timber
- Work with the Maintenance Management Team to ensure effective and timely completion of tasks
- Undertake and assist in any other tasks as instructed by the Head of Buildings and Maintenance within the overall function, commensurate with the grading and level of the job
- Undertake training as required to perform duties within the role, including health and safety courses
- Assist with helpdesk MRS tickets carrying out reactive repairs
- Plumbing - unblocking sinks, drains and sanitary appliances, cleaning shower heads, checking water temperatures and minor plumbing repairs
- Electrical - Replacing lamps and fuses, cleaning extractor fans, and emergency lighting
- General building - Small scale brickwork / plaster repairs, ceramic tiling, mastic, replacing missing Cobbles, fixing loose paving and cleaning of low level guttering and attending to minor repairs. To assist other trades and contractors where necessary
- Taking regular and routine meter readings across the College site and adjacent properties
- Collecting and off-loading supplies of trade materials

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Tasks will be varied and depend on operational requirements and the successful candidate’s skills and previous knowledge. Duties may change over time due to organisational need 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
- Report any potential hazards around the College to the Head of Buildings and Maintenance
- Report any faulty PPE to the Maintenance Manager

**Essential skills and experience:**

- Recent and demonstrable experience of trade related and general maintenance
- A keen eye for detail and ability to complete work to a high standard of finish
- Experience of 1st and 2nd fix on site and in domestic setting.
- Ability to work around problems and produce satisfactory solutions, either individually or as part of the team
- 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
- Customer-focused
- Polite and well presented
- Good communication skills
- Good timekeeping

**Desirable skills and experience:**

- Have a recognised trade / vocational qualification
Where you fit into the structure:

- Operations Manager
  - Head of Buildings and Maintenance
    - Works Foreman
    - Maintenance Coordinator
      - College Handyman
      - Electrician
      - Multi-Skilled Trader/Carpenter
      - Multi-Skilled Trader
      - Painter and Decorator/Handyperson
      - Painter/Handyman
      - Plumber
      - Senior Handyman