

MULTI-TRADE TECHNICIAN – MAINTENANCE OPERATIVE

St Peter's College

St Peter's College is one of thirty-nine self-governing colleges of the University of Oxford. Founded in 1929 expressly to widen access to the University, it is an open, tolerant and creative academic community and enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 100 Fellows and Lecturers in a wide range of subjects, approximately 375 undergraduate and 270 graduate students, 25 Visiting Students, and approximately 80 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community, and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

The Department

The Maintenance Department led the Buildings and Maintenance Manager plays a vital role in the day to day running of the College. The department works closely with other departments such as Housekeeping, Accommodation, Kitchen and the Lodge Reception. Students and staff rely on the professional way the maintenance team manage and look after our College facilities. The current department headcount stands at 4, however, with the enlargement of our estate through the addition of the new Castle Hill House development, we will also be expanding our buildings and maintenance team. The team will expand to include an additional multi-skilled electrician.

The Role

Reporting to the Maintenance Team Leader, the Maintenance Operative will act as first responder to responsive maintenance requests and triage jobs with a 'first time fix' approach prior to specialist trade attendance. The postholder will work directly with members of the maintenance team, other college staff and a variety of specialist suppliers and subcontractors.

Key Tasks and Responsibilities

- Regularly checking the electronic maintenance system and ensuring all reported maintenance faults/requests are quickly responded to.
- Undertaking emergency, re-active & pro-active maintenance work to College buildings.
- Assist other team members or contractors in completing diagnostic and remedial work and referring any issues to others as appropriate.
- Completion and maintenance of associated records and documents.
- Basic electrical work (changing lamps, tubes, starters).
- Emergency light testing

- Basic plumbing work (unblocking toilets, tap repairs/replacements, syphon changes, water temperature checks and flushing of low used outlets).
- Basic joinery work (fit/repair doors, hinges, adjust closures, locks & window furniture).
- Decorating and cleaning of surfaces (internal and external).
- Assisting with the efficient disposal of hazardous waste materials including paint products, lamps and tubes in accordance with current legislation.
- Working within Health and Safety legislation, reporting any breaches or concerns immediately to a member of the management team.
- Ensuring all work is carried out in compliance with all applicable procedures, safe working practices and statutory requirements.
- Wearing appropriate Personal Protective Equipment and ensuring the health, safety and welfare of staff, students, visitors, tutors, Fellows and contractors is not compromised.
- Undertake the necessary training and attend refresher courses as and when required in order to be able to fulfil the duties of the post.
- Assist with keeping College areas clean and maintained to a standard that is compliant with current safety regulations and the College's Health and Safety Policy.
- The Maintenance Operative will be expected to work in areas in height, in plant rooms and areas where access is restricted. Work will be indoors or outdoors at any time of the year.
- Undertaking a range of associated but non-specific tasks as required by the Maintenance Team Leader.

Person Specification:

Essential

- Demonstrable trade skills and expertise in an occupational role in one or more of the core building trades (Electrical, Carpentry & Joinery, Bricklaying, plumbing, plastering, decorating).
- Experience of working in a similar role over a sustained period on commercial and/or corporately owned residential buildings.
- Able to demonstrate a wide skill set in all aspects of building maintenance including fault-finding, diagnostic activities and remedial works.
- Experience of using power equipment, able to negotiate staircases, carry reasonable loads unassisted and work at height using ladders and tower scaffolding.
- Hold a full, valid driving license and willing to drive the College vehicle.
- Take pride in their work and be able to plan and undertake work to a high standard, with a proven working knowledge of current industry best practice.
- Excellent interpersonal and communication skills.
- A flexible "hands-on" approach in working hours and duties undertaken.
- Good attention to detail and accuracy in all matters – able to follow instruction and follow work through to completion.
- Flexibility, initiative and a willingness to accept responsibility.

- Ability to manage a variety of tasks at the same time, to organise and prioritise work and cope with unpredictable volumes of work and busy periods.
- Good numeracy and literacy skills to assess maintenance requests and to be able to capture critical details for follow on work and accurate ordering of materials.
- A good team player who will contribute to the efforts of the department and is able to work well with others or on their own.

Desirable

- Relevant trade qualifications such as City and Guilds, NVQ certificate (level 3) or equivalent in one or more of the core building trades (Electrical, Carpentry & Joinery, Bricklaying, plumbing, plastering, decorating).
- Able to use Microsoft Office packages such as Outlook, Word and Excel.
- Able to use handheld devices or Smartphone
- A clear understanding of the sensitivities and considerations of working with historic buildings and within a collegiate environment.
- First aid trained or be willing to train toward this qualification
- PASMA aluminum tower qualification or be willing to train toward this qualification
- Manual handling qualification or be willing to train toward this qualification
- Steps and ladder safety training qualification or be willing to train toward this qualification

Appointment

The appointment will be subject (i) to the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probationary period of six months, at any time during which either you or the College can terminate your employment with two week's notice to the other. Subject to satisfactory review and confirmation of the post the notice period will be two months on either side.

Salary

The salary for this role on appointment is £24,000 to £26,00 per annum depending on qualifications and experience

Hours of work:

Your hours of work will be 37½ hrs per week, (7.30 am – 4.00 pm) with one hour for lunch. It is recognised occasional out of hours working in the evenings and at weekends will be required and ordinarily time will be given in lieu. Some flexibility in connection with start and finish times may be possible if agreed by your Line Manager

Pensions

The post-holder will be entitled to join the Oxford Staff Pension Scheme.

Annual Leave

The post holder will be entitled to 30 days holiday (pro rata) plus all Bank/Public Holidays in each leave year.

How to Apply:

Applications should comprise a detailed CV together with a covering letter (no more than two pages). This should explain your interest in the role, and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the appointment stage.

Applications should be sent to human.resources@spc.ox.ac.uk

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

Closing Date: The closing date for applications will be Friday 11th November 2022, at 12 noon (UK time). Late applications will not be considered.

Interview Process: First round interviews for those candidates short-listed are expected to take place between on Friday 18th November 2022.

Second-round interviews are expected to be held during the week of 21st – 25th November 2022.

Interested candidates wishing to discuss the post informally should contact the Buildings and Maintenance Manager stephen.breakspear@spc.ox.ac.uk

Data Protection: All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation (“GDPR”), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter’s is an equal opportunities employer that supports and encourages under-represented groups and values diversity.