

## **MAINTENANCE MULTI-SKILLED TECHNICIAN**

### **FURTHER PARTICULARS OF THE JOB**

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#### **JOB DESCRIPTION**

**Job Title:** Maintenance Technician

**Department:** Maintenance (part of Home Bursary)

**Main Purpose of Job:**

To work as part of the Maintenance Team and provide a high standard of maintenance both proactively and reactively for the College.

**Relationships:**

1. Reports to: Estates Manager.
2. Liaison with: Staff/Students/Fellows/Accommodation Office/Catering and Events Department/Maintenance/Lodge/Grounds/Outside Agencies/Contractors/Suppliers

#### **Main Tasks of Job**

**Maintenance:**

- Carrying out reactive repairs to the college buildings and grounds.
- Carrying out minor reactive electrical works for the College (e.g. changing of lamps, replacing plugs and fuse, socket testing, resetting circuit breakers, etc).
- Carry out planned preventative maintenance work as per a schedule developed by the Estates Manager.
- Carry out small installation and project work with other members of maintenance team as directed by the maintenance supervisor.
- Being proactive while onsite, and reporting any issues with gutters, walk ways, stairs, buildings general condition, etc to the Estates Manager.
- Carry out any other required maintenance duties and assist and support any member of the maintenance team as needed
- Participate in the College's out of hours emergency call out rota (approx. 1 in 5 weeks).
- Any training required will be facilitated.

**Other duties:**

- Assist with the weekly Fire Alarm testing tasks, as well as termly fire drills and act as a Fire Warden.
- Provide help and support to other college departments, working closely with the

- Housekeeping Team, Grounds Team and Accommodation Office
- Attend necessary in-house or external training as required
- Use the College radio system to keep in contact during working hours.
- Promote and use best practices to protect the environment, i.e. recycling and managing waste in the correct manner, keeping landfill waste to a minimum.
- To ensure that all personal, sensitive and confidential information and documentation to which the post holder has access and for which he/she has responsibility is safeguarded and updated in line with the requirements of the General Data Protection Regulation (GDPR) and the College's Data Protection Policy, and to ensure that such information is not disclosed to any unauthorized person.
- To support events outside of the normal working week if required (through agreement with Estates Manager).
- Any other duties as requested by the Estates Manager.

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• Computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Trade / Maintenance qualification (NVQ / City &amp; Guilds or equivalent) – preferably plumbing/heating</li> <li>• Fire Marshall certificate</li> <li>• First Aid Qualified</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A general understanding of maintenance i.e. basic plumbing, carpentry and electrics</li> <li>• An understanding of COSHH and H&amp;S regulations and practices</li> </ul>	
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Availability to participate in the out-of-hours callout rota</li> <li>• Ability to carry out repairs to domestic properties</li> <li>• Good communication skills with the ability to build positive relationships with people</li> </ul>	
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience of carrying out reactive and proactive maintenance in a similar environment</li> <li>• Experience in managing relationships with contractors, tenants/students</li> </ul>	Experience of working within an educational institution

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Well organised, with the ability to work well in a team and with minimal supervision</li> <li>• Calm and composed demeanour</li> <li>• Flexible and collaborative attitude to duties</li> <li>• Willingness to take personal pride and responsibility for standard of work carried out</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to self-development</li> </ul>
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**TERMS AND CONDITIONS:**

<b>Appointment:</b>	The post is available for an immediate start. It is full-time and permanent with a 3 months' probation.
<b>Hours:</b>	Working hours are 42 hours per week, usually 7:30 am to 4:30 pm Monday to Thursday and 7:30 am to 4:00 pm on Friday, and such hours as are necessary for the proper performance of duties. There is an unpaid 30 minutes' lunch break. The Maintenance Team participate in an on- call rota, which requires availability during out of work hours for one week in a month on average, and for which additional payment is made.
<b>Annual Leave Entitlement:</b>	39 days <i>pa</i> including Bank Holidays, some of which you may be required to work. The holiday year runs from 1 October to 30 September.
<b>Grade:</b>	The salary is in the range from <b>£27,581 - £32,500</b> per annum. Wolfson College operates its own grading structure, which is different from that of the University. This job is Wolfson Grade 3.
<b>Salary and Benefits:</b>	The starting salary for the 42 hours' week will be <b>£27,581</b> per annum, plus the call out duty payment (currently the full amount is <b>£1,629</b> per annum) paid when participating in normal call-out rota. Benefits include pension scheme, free lunch within allowance when on duty, free parking.
<b>Notice period:</b>	1 week during probation, 3 months thereafter.
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a completion of the health questionnaire, completion of the right to work check, and signing a contract of employment.

### **Equality of opportunity**

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### **Data Protection**

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College Data Protection Policy (available on the website at: <https://www.wolfson.ox.ac.uk/data-protection> )

### **APPLICATION:**

Applications should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk) and should include:

- an application form completed in full
- a covering letter, addressed to the Estates Manager, which explains how you feel you meet the job specification, and any reason you are thinking of leaving your current employment.

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

**The closing date is 9am on 04 November 2024. . It is expected that interviews will be held week commencing 11<sup>th</sup> November 2024.**