TRINITY COLLEGE
UNIVERSITY of OXFORD

Title	Maintenance Operative
Department	Maintenance
Contract Type	Permanent
Specific Hours	40hrs per week
Salary	£29,000
Reporting To	Clerk of Works
Working With	Maintenance Staff, Site Services Assistants, Scouts, College Staff

Trinity College

Trinity College was founded in the sixteenth century in what was then a rural outpost, and which now forms the heart of Oxford's city centre. The college has developed over four and a half centuries into a vibrant and diverse educational community that has produced award-winning academics, successful leaders in the business, political and economic world, and passionate public servants, teachers and campaigners.

Our community of 450 students and 300 academics and staff come from more than 40 countries and form a community that is open, outward-looking, and supportive. Our ambition is for our community of students, academics and alumni to bring their talents to make a positive impact on the world – through their teaching and research, and through the many other passions and talents our community encompasses.

The Role:

The Maintenance Department is responsible for carrying out tasks to ensure that the College estate is maintained and improved to the highest standard, with works completed in a timely manner to support a positive customer experience.

The Maintenance Operative is responsible for assisting the Clerk of Works in the smooth running of the Maintenance operations within the College and outside properties and to deliver a high standard of customer service to all members of the Trinity Community.

You will be responsible for reactive and planned maintenance together with a significant programme of routine building compliance inspections, testing and monitoring across the College estate. This will include (but not limited to) fire door inspections, Legionella and water hygiene monitoring, fire alarm testing, emergency lighting testing and room/building inspections. You will be responsible for accurately recording inspection results, identifying and reporting defects and assisting in ensuring that remedial actions are completed in a timely manner.

About You:

You will have demonstrable experience of working in a maintenance role along with a positive, proactive and flexible approach to meeting customer needs.

With great interpersonal skills and a passion for customer service enabling you to build effective relationships with colleagues across the college community.

Key duties and responsibilities:

- To contribute to ensuring the College runs smoothly and to the standards specified in order to meet the needs of customers (students, fellows, staff, conference delegates and guests):
    - Ensure all reactive maintenance activities and failures are responded to in a timely manner and to the highest standards
    - Plan work efficiently and prioritise tasks appropriately
    - Participate in, and lead where appropriate, planned works across the college estate
    - Participate in routing activities and inspections such as meter readings, fire alarm testing, emergency light testing, fire door inspections etc.
    - Typical tasks include plumbing, carpentry, decorating and general building maintenance.

- Required to be a member of the college call out team, working one week in every four, including providing cover for other colleagues during absence

- To assist the Workshop Supervisor in ensuring provision of adequate stores and equipment:
    - Preparing and distributing materials and equipment.
    - Accounting for and ensuring the secure storage of stock and equipment and maintaining appropriate records.
    - Uphold COSHH regulations in the workplace at all times.
- To comply with the Health & Safety at Work Act (1974) to contribute to ensuring the working environment is safe:
    - Reporting any accidents / incidents / near misses to the Clerk of Works for further action and completing the appropriate records.
    - Wear the uniform and protective clothing provided

- To contribute to ensuring security within college is never breached, in conjunction with the Clerk of Works:
    - Observing and following key responsibility and security procedures.
    - Ensuring keys are issued and returned on time, following the correct procedure.
    - Reporting anyone failing to comply with the security and key responsibility procedures to the Clerk of Works immediately.

- To co-operate with other staff and contractors as directed by the Clerk of Works.

- To work additional hours, including weekend work, as and when required.

- It may occasionally be necessary for the post holder to take on other duties in college which are broadly commensurate with the grade or work in other areas of college.

- The duties of this role may vary from time to time in consultation with the post holder.

- The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the College's organisation and the overall objectives of Trinity College.

Person Specification:

Attributes	Criteria	Essential / Desirable	How Measured
Qualifications	Trade Qualification	D	Application / Interview
	COSHH & Manual Handling	D	Application / Interview
	UK Driving Licence	E	Application
Experience	Experience working within the Higher Education or College environment	D	Application / Interview
	Trade/maintenance experience	E	Application / Interview
	Good written and spoken English	E	Application / Interview
Knowledge, skills and abilities	Numerate	E	Application / Interview
	Knowledge of operations methods & practices	E	Application / Interview
	Knowledge of H&S / COSHH	E	Application / Interview
	Knowledge or previous use of IT equipment or software and systems	E	Application / Interview
	Physically fit	E	Application / Interview
	Able to work as part of a team	E	Application / Interview
	Excellent time management skills	E	Application / Interview
Additional attributes	Customer service	E	Application / Interview
	Strong interpersonal skills	E	Application / Interview
	Ability to use own initiative	E	Application / Interview
	Ability to communicate with persons from a variety of different cultures	E	Application / Interview
	Ability to maintain accurate manual records	E	Application / Interview
Knowledge, skills and abilities	Awareness of building compliance inspection and testing requirements, including fire safety and water	D	Application / Interview

	hygiene		
Knowledge, skills and abilities	Ability to follow inspection schedules, checklists and procedures and accurately record results and defects	E	Application / Interview
Knowledge, skills and abilities	Ability to recognise the limits of own competence and escalate defects or specialist compliance matters appropriately	E	Application / Interview