



TRINITY COLLEGE

UNIVERSITY of OXFORD

Job Description for the post of Maintenance Operative

Title:	Maintenance Operative
Reporting to:	Clerk of Works
Working with:	Maintenance Staff, College Staff.

Role summary:

The Maintenance Operative will report on a day to day basis to the Clerk of Works. The main aims of the role of the Maintenance Operative will be to undertake specific planned routine carpentry tasks as described below, and also respond efficiently to any emergency maintenance repairs that may arise as a result of damage or disrepair. The post holder will also be expected to undertake any reasonable maintenance duties at the request of the Clerk of Works.

Specific duties:

- The general repair and maintenance work, both on and off site;
- Ensure all maintenance activities and failures are responded to efficiently and effectively;
- Carry out any reasonable emergency tasks, which are requested by the Clerk of Works;
- Member of the college call out team, working one week in every four including providing cover for other colleagues during absence;
- To undertake any other type of maintenance work in connection with the functioning of the College as required by the Clerk of Works;
- Ensure safe disposal of hazardous waste products;
- In the absence of the Clerk of Works, liaise with external contractors regarding small reactive projects;

- Ensuring plant is kept in good order and free from defects
- Active management of the carpentry stock as well as accurate record keeping for ordering purposes

The above list is not exhaustive, and this job description may reasonably be adjusted by the Clerk of Works, within the scope of the post.

Person specification

The successful applicant will be educated to GCSE level or equivalent and ideally have a trade qualification. He/she will have relevant building maintenance experience with familiarity in working within a college environment.

Essential skills and abilities:

- Knowledge and experience in carpentry and joinery
- Knowledge of current Health and Safety regulations;
- Computer and IT literate including the use of Microsoft Word, Excel and Outlook;
- A team player and the ability to work on your own initiative;
- Good interpersonal skills;
- A flexible approach to working and committed to delivering high levels of customer service;
- A positive and helpful attitude to work and colleagues;
- A willingness to learn and adapt;

Desirable skills and training:

- First aid at work qualification;
- Manual handling training;
- Working at height training;