

JOB DESCRIPTION

Job Title:	Building Technician
Grade:	2
Responsible to:	Buildings Manager [Operations]

Job Purpose:

To carry out preventative and reactive maintenance tasks within main academic buildings, accommodation blocks and the external estate. Liaising closely with the Maintenance Supervisor and Estates Helpdesk Team

Main Duties and Responsibilities:

- 1.** Responsible for resolving all reactive tasks allocated to the building technician category on helpdesk to high standard. The tasks are varied and can include but are not limited to; plumbing (drain unblocking, toilet cistern changes, water tap replacements) Trouble shooting heating and hot water issues - checking boilers and conducting boiler reset procedures, carpentry, lock maintenance, door handles/closers adjustments, servicing doors and windows, re-lamping light fittings, decorating, hard landscaping tasks and repairs, external roof gutter clearance, maintenance and replacement of safety signage
- 2.** Responding to issues and investigating works to ensure that issues are logged correctly with appropriate details, so that Estates helpdesk team can allocate accordingly
- 3.** Responsible for planned maintenance, servicing, health and safety checks, including meter readings, visual checks on fire hydrants, radon plant checks, air handling filter changes, gutter and downpipe clearance, residencies room checks, oil locks and hinges, shower trap checks, tap temperature testing, heating checks, rainwater harvesting checks, flushing of infrequently used outlets, Salto door updates and battery replacements to ensure compliance with L8 (control of Legionella)
- 4.** Ensuring that all job status's are communicated effectively to the helpdesk, raise issues by logging of jobs, updating and closing jobs

Identifying any health and safety concerns, awareness of vulnerable persons and report to management where necessary

- 5.** Use of access equipment, e.g. ladders, scaffold towers and mobile platforms (subject to training) must be able and willing to work at heights.

- 6.** Responsible for servicing and storage of maintenance tools, chemicals (awareness of COSHH regulations) and master keys.
- 7.** Recording and checking stock levels for spare parts and equipment used by the Technical Services team
- 8.** Maintenance and storage of Personal Protective equipment (including checking of harnesses and ropes necessary for working at heights/roofs)
- 9.** Responsible for weekly maintenance vehicle checks and usage of Technical Services vehicle fleet
- 10.** Assist with general site operations from time to time as required, e.g. car parks, preparation for events etc.
- 11.** Working in adverse weather conditions, there will be situations which will require working outside for example, clearing blocked road drains, sweeping snow, installing temporary weather protection for the buildings.
- 12.** Assisting with asset management and categorisation of plant and building assets
- 13.** Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.
- 14.** To work within the relevant legislation, policies and procedures.
- 15.** To participate in the Annual Performance Development Review Process.
- 16.** To actively support equality and diversity policies of Falmouth Exeter Plus.
- 17.** To attend training courses as identified and agreed for appropriate development.
- 18.** Working within the Health and Safety at Work Act, the post-holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
- 19.** Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.
- 20.** An Enhanced DBS check may be required.
- 21.** To participate in the Out of Hours On Call Rota.

PERSON SPECIFICATION

Post Title: Building Technician

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	Proven track record in building maintenance Full driving licence Apprenticeship or NVQ equivalent qualification in plumbing, carpentry or building works	IPAF license Pasma training Asbestos awareness training
Experience / Knowledge	Experience of working in a building maintenance role in commercial environment or housing/ accommodation environment	Experience of working in an Educational environment Experience of Mobile elevated platforms
Skills / Personal Requirements	Good communication skills Good customer service skills Willingness to work outdoors in all weather conditions. Willingness to work at height (after training). A range of maintenance skills such as carpentry, plumbing, decorating, gardening and lighting. Able and willing to partake in the Out of Hours On Call Rota.	Working at height certificate. Ability to work under own initiative

