Clare College

Job Description

Name:

Job Title: College Maintenance/Multi-skilled Engineer

Reports to: Trade Supervisor

Hours of work: 40 hours per week

Purpose of the Job:

To undertake routine and emergency building maintenance works ie plumbing, carpentry, electrical repairs to the College Buildings and Grounds. Work within in the team to deliver planned project works during recess periods. Other work within the maintenance department as requested by the Buildings Manager

Main duties:

• To undertake routine and emergency maintenance works in the College and grounds
• To ensure the College repairs and maintenance work is carried out to an agreed standard of workmanship and agreed response times
• To ensure periodic tasks ie gutter cleaning and emergency lighting testing are carried out and recorded to an agreed schedule.
• To keep Maintenance Supervisor informed as to progress of all reactive repairs, and complete electronic sign off of on all completed jobs
• To assist Maintenance Trade Teams with reactive or project work.
• To perform weekly maintenance inspections on water softening plants.
• Assist with maintenance room inspections.
• To repair loose slabs and cobbles.
• To assist with May Ball set up.
• To support plumbing duties – wc/tap/shower repairs, and to deal with blockages and routine maintenance.
• To carry out minor carpentry repairs i.e. door handles, floorboards, and locsk and hinges.
• To be part of the Maintenance emergency call out rota.
• To work with other Maintenance staff to deliver small multi-discipline projects during recess periods.
• To order and collect materials with permission of the Buildings Manager

College Multiskilled
• To apply Health and Safety regulations as appropriate, to carry out risk assessments where required and maintain a safe working environment at all times
• To make certain that you have full PPE and safety equipment required to carry out your duties in a safe and controlled way
• To apply any regulation changes to your working practices and keep records
• To keep your most regularly used vehicle and workshop areas cleaned once every week or more if required
• To assist in the maintenance of Excel based PPM schedules
• To report to the Buildings Manager on all relevant work issues
• To undertake such other duties as may be reasonably requested

You are expected to hold a valid driving licence to enable you to drive the College vehicles.

Signed……………………………………..  Date ………………