Clare College

Job Description

Job Title: College Maintenance Assistant

Reports to: Reactive Maintenance Manager

Hours of work: 40 hours per week

Salary: £19,570 p.a.

Purpose of the Job:

To undertake routine and emergency building maintenance works, specifically to carry out cleaning of shower heads, other water hygiene related work and cleaning of gutters. To assist decorating team during peak periods.

Main duties:

• To carry out delegated Water Hygiene duties, in accordance with current statutory legislation and guidance from the L8 ACoP 4th Edition and the HSG 274 parts 2 & 3, as outlined below and in accordance with training provided.
• To ensure that all shower heads are exchanged on a quarterly basis, dismantled, cleaned and descaled.
  o Exchange the ‘dirty’ shower heads and hoses for ‘clean’ ones in accordance with schedule, and record data of exchange on electronic form.
  o Removed shower heads and hoses, descaled and disinfected using a mild acid descaling solution encompassing a proprietary biocide, in accordance with department procedure.
o Report any damaged or defective shower heads and/or hoses to Clare College Trade Supervisor for rectification or replacement units.

o Keep all asset data relating to showers up to date on both internal and external record systems, recording location and type of shower heads

- To undertake routine and emergency maintenance works in the College and grounds.
- Carry out reactive maintenance jobs assigned to you from the Maintenance website.
- To keep Reactive Maintenance Manager informed as to progress of all reactive repairs, and complete electronic sign off of on all completed jobs.
- To ensure the College repairs and maintenance work is carried out to an agreed standard of workmanship and to agreed response times.
- To ensure other periodic tasks i.e. gutter cleaning, are carried out to an agreed schedule and recorded.
- To assist the Decorators with general painting work as required, especially in peak periods for decorating which are Easter Vacation and late August to end of September.
- To assist with reading gas, water and electricity meters.
- To assist where necessary with escorting contractors on all Clare College sites and offsite properties.
- 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 full PPE is worn and safety equipment is used as required to carry out duties in a safe and controlled way
- To apply any regulation changes to working practices and keep up to date records
- To keep your most regularly used vehicle and workshop areas cleaned, all vans to have “Van Check” done and check first aid kits once every week or more if required.
- To report to the Reactive Maintenance Manager on all relevant work issues
- To undertake such other duties as may be reasonably requested

A valid driving licence is required for the post holder to drive the College vehicles.

Signed………………………………………….. Date ………………

College Maintenance Foreman August 2017