

SECAT TRUST ESTATES TEAM

Job Description

Post Title:	Trust Estates Maintenance Technician
Grade:	Level 6/7 according to experience/qualifications
Hours:	37 hours per week
Responsible To:	Trust Estates Manager/ Trust Head Maintenance Technician
Location:	All school sites across SECAT as required

Purpose of the Job:

To work within all school sites across SECAT as required. To install, maintain, improve and repair equipment, plant, services and building installations to set levels effectively in compliance with best practices ensuring efficiency can meet school requirements within a safe well-presented facility. To work on many phases or sub-tasks of projects or entire projects of moderate complexity, with results impacting on project completion. To work under general supervision, reviewed at project milestones and/or on completion by senior management.

Duties and Responsibilities:

Security and Supervision

- To act as a key holder, carrying out security procedures for the building and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off if the burglar alarm(s).
- To be jointly responsible for security and arrange access to the site for the contractors and other authorized persons at all reasonable times as agreed by the Trust Estates Manager.
- When on duty, direct works and contractors to the site of any repair and maintenance work as detailed by the Trust Estates Manager
- Provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. Undertake any necessary action as directed by the Trust Estates Manager in the event of bad weather or emergency e.g. clearing snow or ice from paths, dealing with flood, fire, break in etc...
- Attempt to prevent unauthorized access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice for Managing Violence in Schools).

Site Operations

- Always carry radio whilst on site. Check job notifications on ticketing system, emails, and radio regularly
- Attend breakdowns, identify fault and problem solve with minimal downtime
- Carry out diagnosis of faults, the maintenance and repairs to all types of plant and equipment in a safe, timely and professional manner and return equipment to operational service
- Estimate length of time required to complete a job and likely consequences of failure to complete work within required timescales
- Identify and escalate any activity that has a potential to cause harm or damage
- Report breakdown root causes, equipment faults and concerns to Trust Estates Manager
- Ensure all work is undertaken to a high quality standard and adheres to all quality standard regulations
- Carry out internal, external improvements and complete new builds to the buildings as directed by the Trust Estates Manager which include the following;

Example of duties and responsibilities

- Carpentry work
- Plumbing
- First and second fix electrics
- Installing locks
- Constructing stud walls
- Installing fire doors
- Painting and decorating

Though not a responsibility on a daily basis it is expected that in the event you would support the estates team members with any of the following tasks/duties;

Caretaking and Maintaining

- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school based procedures in the event of a fire, flood, breaking and entering, accident, or major damage.
- Testing portable electrical equipment if trained and accredited to do so.
- Undertaking letting and related duties as appropriate in accordance with the provincial agreement school activities.

- Arrange and/or carry out the movement of furniture and equipment within the site e.g. setting up examination rooms, and assist with the checking off and distribution of items delivered to the site. This may involve lifting heavy items and the use of mechanical lifting aids
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate. Undertake cleaning as required to support Estates Team
- Issuing soap, toilet rolls and paper towels and such other items as required by the school but not provided under the cleaning contract

Plumbing (dependent on trade)

- Interprets blueprints and building specifications to map layout for pipes, drainage systems, and other plumbing materials
- Installs pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids
- Installs supports for pipes, equipment, and fixtures prior to installation
- Assembles fittings and valves for installation
- Modifies length of pipes, fixtures, and other plumbing materials as needed for a building
- Uses saws and pipe cutters as necessary
- Installs heating systems
- Collaborates with contractors, construction workers, electricians, pipefitters, and steamfitters in installing and repairing plumbing
- Tests plumbing systems for leaks and other problems
- Analyses problem and identifies appropriate tools and materials for repair
- Chooses plumbing materials based on budget, location, and intended uses of building
- Follows health and safety standards and complies with building codes
- Writes report documenting the problem and summary of actions taken
- Performs inspections of plumbing systems to identify and replace worn parts
- Order building materials as needed

Carpentry (dependent on trade)

- Interprets blueprints and building specifications to map layout for timber carcassing including door liners and structural timberwork. Second fix carpentry works
- Works with designers and planners on construction projects
- Defers to the contractor's orders on large construction projects
- Matches materials to requested design specifications
- Measures building materials and spaces for installation accurately
- Order building materials as needed
- Maintain stock of building materials and advise on required materials
- Creates materials that fit the client's expectations

- Assembles sturdy and well-constructed floorboards, skirting boards, doors, door linings, shelving, and more
- Incorporates fixtures like door handles, locks and other fixtures into design and implementation
- Builds temporary housings and supports for setting concrete (shuttering)
- Builds the framework of a new buildings and internal divisions (stud walling)
- Utilizes skills in other related trades such as plumbing, roofing, bricklaying, painting, tiling, plastering, etc.
- Participates in first fixing as well as second fixing work
- Repairs and refurbishes existing building work
- Uses power tools and other tools to cut and shape wood, metal, and other materials
- Communicates with the rest of the construction team
- Follows health and safety standards and complies with building codes

Electrician (dependent on trade)

- Surveying sites where electrical systems are installed
- Drafting electrical installation plans and technical diagrams
- Installing, maintaining, modifying and repairing all electrical systems in public spaces and buildings
- Ensuring that electrical systems adhere to the national electrical safety standards and regulations
- Supervising ongoing electrical system installations and providing technical expertise to installation teams where needed
- Using blueprints, wiring diagrams and manufacturer's installation manuals to complete projects
- Completing work orders and recording materials that are used on the job
- Identifying electrical problems and repairing them
- Advising the company's management when to replace aged electrical equipment to prevent hazards
- Conducting general electrical systems maintenance and troubleshooting electrical issues with testing equipment
- Order building materials as needed
- Follows health and safety standards and complies with building codes

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

Post Holder's Name:

Signature: **Date:**

Line Manager's Name:

Signature: **Date:**

Maintenance Technician Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • City & Guilds Level 2 (Plumbing/ Carpentry) • City & Guilds Level 3 (Electrical) • BTEC/NVQ Level 2 • Driving Licence 	<ul style="list-style-type: none"> • City & Guilds Level 3 (Plumbing/ Carpentry) • BTEC/NVQ Level 3
Experience	<ul style="list-style-type: none"> • Experience of working in facilities management • Practical hands-on approach to problem solving • Experience of working in a high volume, fast paced environment • Understanding of the impact of failure/downtime • Experience and ability to work at heights 	<ul style="list-style-type: none"> • Mechanical, electrical background
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to work in a diverse and dynamic environment and to prioritise work effectively • Ability to work flexibly to meet deadlines and respond to unplanned situations • Ability to respond positively to and actively support Senior Management within the Trust • Experience in the line management of staff (if relevant) • Able to lead, develop and motivate a team of staff, delegating duties as required (if relevant) • Understanding Health & Safety practices 	<ul style="list-style-type: none"> • Understanding of engineering, scientific or technical information • Experience of working within a school environment
Personal Qualities	<ul style="list-style-type: none"> • Available to act as key holder as required • IT Literate (training will be given on school systems) • Able to maintain confidentiality in all circumstances • Good communication and interpersonal skills • Proactive approach to work being responsive, empathetic and supportive to all within the School/Trust • Able to establish effective relationships with those working in and with the school 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working

	<ul style="list-style-type: none"> • Ability to build and form good relationships with colleagues and work collaboratively across the Trust • Embraces personal challenge • Is resilient, optimistic and open to change • Can do attitude • Understand the importance of physical and emotional wellbeing of staff and pupils • Have a sense of humour 	
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