



## **JOB DESCRIPTION: MAINTENANCE DEPARTMENT – F/T POST**

This job description indicates the range and level of responsibility involved. It is not necessarily exhaustive.

POST TITLE: Maintenance Person

DEPARTMENT: Maintenance Department

JOB PURPOSE: To provide maintenance services.

DIRECTLY RESPONSIBLE: To the Maintenance Manager/Bursar.

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### **HOURS**

A minimum of 40 hours a week. Normal hours will be 8.00am to 4.30pm (30 minutes break for lunch).

There may be times when these working hours need to be changed for the benefit of the school.

### **HOLIDAY**

5.6 weeks paid holiday per year. 14 days notice must be given for each holiday request (emergencies will be treated on an individual basis).

### **SPEECH DAY**

You are required on Speech Day which is generally the second Saturday of July.

### **MAIN DUTIES**

- Responsible for compliance of Health & Safety regulations and other legislation pertaining to the work involved, including producing Risk Assessments
- The implementation of a scheme of planned maintenance and maintain records accordingly.
- Maintenance of the buildings and the contents
- Carry out progressive external/internal checks of school buildings and grounds throughout the week and report major defects or any other matters requiring attention to the Maintenance Manager.
- To carry out repairs ensuring that all jobs are progressed to completion and to provide summary information on repairs as required.

- To work with the Maintenance Manager in the identification of work to be included in the long term and planned maintenance programmes.
- Organise and relocate equipment and furniture around the site
- Oversee maintenance of heating systems, fire alarm systems etc
- To oversee and supervise contractors and their employees when on site, and to ensure compliance with all relevant legislation.
- To organise periodic inspections and testing of building services installations.
- To ensure that all College rules, regulations and procedures are observed and fully complied with
- To undergo training and development as directed by the Maintenance Manager, some of which may be off-site.
- To undertake project management as assigned by the Maintenance Manager
- Respond to emergencies both in and out of working hours where necessary
- Carry out other duties as instructed by the Maintenance Manager/Bursar
- To ensure that the maintenance and repair programmes to the College buildings and installed plant are competently delivered and administered.
- Ensuring that College facilities are ready for the commencement of term.
- Ensuring that College facilities are closed down at the end of term.
- Ensuring that College facilities are ready for holiday lettings
- Ensuring that college facilities are closed down at the end of holiday lettings.
- To ensure that oil tanks are checked and filled regularly
- To ensure that Gas tanks are checked and filled regularly
- During holiday periods to be responsible for the College campus and its security.
- To carry out other duties as required, which are commensurate with nature of the position.
- Maintain equipment in a safe working condition, carrying out repairs in line with Health & Safety requirements.
- Plumbing, decorating and maintenance duties as ability allows.
- Maintenance of drains, gullies and gutters to ensure they are free flowing and clean.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations. This includes car park areas.
- Take delivery of goods and materials and transport them to the appropriate building/classroom/storeroom.
- Carry out swimming pool maintenance including the washing of surrounds, administering water treatment and ensuring that the correct pH level is maintained (training will be provided).
- Provide a porter service as required, and moving of chairs and other furniture for meetings etc.
- Carry out progressive external checks throughout the week of school buildings and report defects or any other matters requiring attention.
- Attend at the scene of a fire, or during practice fire drills
- The ability to work on own initiative as well as part of a team is required.

Signed in Acceptance.....

Date.....