Magdalene College
CAMBRIDGE

Maintenance Operative Job
Description

The College

Magdalene College is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are just over 530 junior members of whom approximately two thirds are undergraduates and one third postgraduates. There are 40 Official Fellows, headed by the Master, who make up the Governing Body of the College, a number of Research Fellows as well as Emeritus and Honorary Fellows.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College. Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

The College has numerous buildings on and around Magdalene Street. These comprise of student and Fellow accommodation, offices and conferencing facilities. The buildings are therefore used for social and public gatherings as well educational purposes. The College also owns a number of properties which are leased for commercial use. Many buildings within the College Estate are grade 1 listed resulting in significant responsibilities and challenges for their maintenance and safety.

The Maintenance Department

The Maintenance department comprises a small in-house house team providing a day to day maintenance service to buildings within the College’s main site and adjacent outside properties.
**Purpose of the job:** This varied role assists the small in-house team of trade’s people (plumber, electrician, carpenter, and painter) providing day to day maintenance services to College buildings.

To post holder will support the Head of Building Services in providing multi-skilled maintenance assistance to all members of the College and to ensure that maintenance and repairs to the College properties are completed to a high standard at all times. The Multi Skilled Operative is responsible for the upkeep of all the internal and external areas of the College and proactively identifies areas requiring attention and improvement.

**Responsible to:** Head of Building Services

**Main Duties and Responsibilities**

To carry out works utilising building trades materials. Work would typically include the following:

- Assist with helpdesk tickets carrying out repairs utilising building skills which include: decorating, carpentry, tiling, minor electrical repairs,
- Plumbing - Unblocking sinks, drains and sanitary appliances, cleaning shower heads, checking water temperatures and minor plumbing repairs.
- Electrical - Replacing lamps and fuses, cleaning extractor fans, testing fire alarms and emergency lighting.
- General building - Small scale brickwork / plaster repairs, ceramic tiling, mastic, replacing missing cobbles, fixing loose paving and cleaning of low level guttering and attending to minor repairs. To assist other trades and contractors where necessary.
- Taking regular and routine meter readings across the College site and adjacent properties.
- Collecting and off-loading supplies of trade materials.
- To collect refuse bags from outside College buildings and transfer them to refuse bins.
- To ensure outside signs, walkways and paths are visible, clean and safe.
- Provide out of hours call out service and overtime as necessary.
- To carry out such duties as may be required by the Head of Building Services or their Deputy.

In carrying out the above duties the Maintenance Operative will

- To report any faults, defects or any other problems observed during the course of work by raising a request on the OS Ticket system so that these can be remedied as quickly as possible
• To be customer focused by delivering excellent customer service with an informed, friendly and active approach
• To maintain good working relationships and effective liaison with all Departments, students and fellows of the College regarding maintenance queries
• To attend training when required
• Support and assist in ensuring that all work carried out by the Maintenance Department comply with the Health and Safety at Work Act.

Specific requirements:

• The post will involve manual handling and working from ladders, steps and scaffolding.
• Magdalene College work wear will be provided and must be worn.
• All works must be carried out in accordance with the College Health and Safety Policy.
• A full clean driving license is required to enable to post holder to collect materials.

Person Specification

The following criteria are appropriate to this post:

Knowledge and experience:

1. Working knowledge of a building trade – Electrical, mechanical, carpentry or decoration.
2. Experience of general maintenance including minor plumbing and electrical work
3. Knowledge of basic building construction and decorating techniques
4. Knowledge of safe working practices

Personal skills and abilities:

1. The ability to use initiative to get things done
2. To be physically fit with the ability to lift and carry heaving items and climb ladders
3. A proactive attitude, conscientious, hardworking and reliable
4. To understand verbal and written instructions in English
5. The ability to work as a ‘Team Player’
6. To keep calm under pressure and deal with interruptions appropriately
7. To live within reasonable travelling distance, and a full driving licence
Salary and Conditions

• The post is offered at a salary of £21,000 to £22,000 per annum.
• The post is full-time, working 40 hours per week and is for a fixed period of 1 year.
• Lunch is provided when working and the kitchens are open (non contractual).
• There will be a three-month probationary period.
• The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.
• This role involves working in student rooms and during the summer school period children may be resident. As such the post holder will be required to undertake an enhanced DBS check (funded by the College).
• The College offers excellent benefits to employees, including;
  • Contributory pension scheme
  • 33 days holiday (inclusive of Bank holidays), Cycle to work scheme
  • Free use of sports facilities, the college gym and college owned punts
  • Annual staffing outing and regular social events
  • A wonderful physical setting in which to work.
  • Staff are also eligible for discounts on many local services and University facilities as University Card holders

[JR & HM Jan 22]