

**BISHOP GROSSETESTE UNIVERSITY
JOB DESCRIPTION**

Job Title:	Estates Technician
Department:	Estates & Facilities
Grade:	4
Reporting to:	Estates Maintenance Officer

Purpose of the Role

To work as part of the Estates Maintenance Services Team contributing to the delivery of maintenance and compliance services across all University sites.

Main Responsibilities

The main duties of the post are as follows:

1. Assist in the delivery of planned and reactive maintenance duties that may include minor re-decoration and repairs, the making and installation of shelving, notice boards and other fixture and fittings.
2. Carry out minor plumbing works, mechanical and associated building/ground works to specification, as instructed, either individually or as part of a team.
3. Serving as a first point of contact for staff, students, and visitors. Identifying and reporting any potential maintenance issues which require specialist or contractor intervention.
4. Complete documentation pre and post task to ensure job is undertaken safely and records of work undertaken are accurate. Engage with the Estates Business Support Officer and Assistant Estates Business Support Officer to ensure records are kept up to date, including the use of mobile devices to record task details.
5. Undertake the safe compliance testing of emergency lighting, fire alarms, fire extinguishers and fire doors, and assist with water flushing across the University estate, including the recording, and registering of results.
6. At all times work in compliance with University policies and health and safety standards including safe access and working in areas which may have access restrictions.
7. Prioritise own work within a general schedule, drawing upon depth of knowledge, skills, experience, and expertise to deal with the job in hand. Make decisions on methods to be used and the sequence of actions.
8. Maintain personal tools, equipment, and university vehicles, taking responsibility for the safe keep of these. Complete regular checks on university vehicles to ensure all are in roadworthy condition and maintained.

9. May need to assist in the set up rooms for meetings, moving furniture and ensuring equipment is in place as required and cleaning duties as business requires, disposal of rubbish and recycling as necessary. Ensure external areas around the campus are free from rubbish and hazards.
10. To function as a Fire Warden and First Aider. To conduct necessary control and administration procedures and complete reports.
11. Working 5 days out of 7 to be arranged (mainly Monday to Friday). Flexibility will be required to support weekend cover and participate in University events as required.
12. To execute any duties that are consistent with the grade of the post at the request of the Technical Contracts Manager, Campus Operations & Accommodation Manager or Chief of Estates & Facilities, including cover for other areas when required.

General University Responsibilities

- Attend appropriate training and development required for the post to enhance working skills to improve service delivery. Participate in staff development sessions, and contribute to the annual performance review process
- Comply with the University's Health and Safety Welfare Policy, legislation, and practice
- Maintain professional standards in relationships, including non-discriminatory practices
- The post-holder must operate within the guidelines, procedures, and regulations of the University
- The post-holder must operate within the University Financial Regulations, Diversity and Equality Policy and other relevant University policies

PERSON SPECIFICATION

Estates Technician

	Essential	Desirable
Education/ Qualifications and Special Training	<p>NVQ 2 or equivalent in an appropriate discipline or substantial relevant experience</p> <p>Must hold a full current driving licence</p>	<p>Qualified First Aider, Fire Marshall</p> <p>PASMA trained</p>
Skills	<p>Experience of working within a building services maintenance environment</p> <p>Use hand and power tools to carry out domestic maintenance tasks</p> <p>Ability to read and understand technical literature</p> <p>A practical level of IT skill, familiar with tablet devices</p> <p>Actively seeks to develop self</p> <p>Adaptable,</p> <p>Attention to detail</p> <p>Effective communicator</p> <p>Seeks explanations and solutions</p> <p>Ability to understand University policies and procedures</p>	<p>An understanding of risk assessment and the drafting of risk assessments</p> <p>Lifting and handling course</p> <p>Ability to work at heights and in a variety of different environments (hot, cold, humid, confined locations) as required</p>
Experience & Knowledge	<p>Thorough understanding of building maintenance and operation</p> <p>Ability to undertake tasks independently, with the minimum of supervision or as part of a team</p> <p>Experience in a customer facing environment</p> <p>Understand the principals of compliance checking</p>	