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**Job Description**

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| **Job title** | Maintenance Manager |
| **Department/School** | Campus Infrastructure |
| **Grade** | 6 |
| **Location** | University of Bath sites |

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| **Job purpose** |
| The primary responsibility is to diagnose and rectify a broad range of building related defects/problems and alterations. Working closely with the Campus Infrastructure workshops team and other colleagues to monitor adherence to SLA’s for both reactive and planned works. The post holder will review the management of Statutory/Regulatory Compliance and PPM activities to ensure adherence. The post holder will also undertake routine and legislative checks and tasks in the completion of duties to ensure compliance with the University’s Health & Safety policy.  As part of that process the post holder will be required to produce tender specifications and obtain formal quotations and/or tenders from external contractors and must be able to monitor the quality of works on site, check the correctness of invoices before payment, as well as maintain both filed and computerised records of repairs and correspondence for strict auditing purposes. |

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| **Source and nature of management provided** |
| General Maintenance Manager |

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| **Staff management responsibility** |
| Not applicable |

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| **Special Conditions** |
| Due to the geographical spread of buildings a significant amount of walking will be required. The post holder will be provided with and expected to wear, corporate wear, name badge plus all PPE appropriate to the task undertaken.  Hours of Work 36.5 hours per week, falling between 08:00 and 18:00, to be worked flexibly as required by operational needs, Monday to Friday.  The post holder will be required to participate in the 24-hour call-out system.  Working on a rota system, the post holder will be available as a ‘Duty Manager’ for a seven-day period to manage all out of hours emergencies. This may, if circumstances require, necessitate a return to work at short notice.  In addition, the post holder may be required to work additional hours as required by business for which TOIL will be given. |

| **Main duties and responsibilities** | |
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|  | From inception through to completion for the repair of all minor and major building and civil related defects and alterations, ensuring that wherever possible performance targets are met.  This includes liaison with all appropriate staff, consultants and contractors including facilitating access and being on hand to deal with issues as/when they arise. This duty will also include the diagnosis of building related defects, devising suitable alterations/repairs, specifying those solutions in writing and drawings and obtaining tenders/quotations from external contractors. At all times all relevant statutory instruments and the University’s own financial regulations must be complied with. |
|  | Working with the General Maintenance Manager to identify new or missing PPM’s, investigate relevant statutory or British standards, asset items and instruct relevant staff to load onto the CAFM system. To maintain the PPM system ensuring all compliance PPM targets are met. |
|  | To identify, report and arrange repair on building and civil defects. |
|  | Conducting site inspections and identifying areas requiring extra maintenance work |
|  | Be responsible for raising of external orders to contractors using Agresso and goods receipt when work complete. |
|  | In collaboration with the General Maintenance Manager develop maintenance budgets to report into the Campus Infrastructure senior management team. |
|  | Monitor expenses and control the budget for maintenance to ensure we remain within budget. |
|  | With the General Maintenance Manage, plan and record all required statutory compliance inspection of Fire Doors across the estate and to manage, plan and assist with other compliance inspections as requested. |
|  | Track all compliance relating to fire doors and update quarterly to UEB via the Campus Infrastructure Compliance report. |
|  | Work alongside the General Maintenance manager to produce tender specifications for projects. |
|  | Provide communication plans for works to ensure all key stakeholders across the University are informed. |
|  | Closing, redirecting and writing notes, reports or technical comments to work requests in order to maintain up-to-date work status information and provide a history for future similar or repeat request. Ensuring that all work is either completed and signed off on the electronic maintenance software/paper returns or issued to other departments or reported to the line manager for further investigation. |
|  | To ensure that all works undertaken support the University’s fire safety strategy via close collaboration with the Fire Safety Advisor/SHEW team. |
|  | Support in the preparation / updating of technical documents concerning activities across the Campus Infrastructure environments and ensure they are stored within the appropriate section of the CAFM system. |
|  | To undertake, prepare and issue risk assessments and method statements ensuring methods used to undertake work are safe. |
|  | Capture and ensure the integrity of the data held within the CAFM system is up-to-date and accurately maintained. |
|  | To ensure that all works undertaken comply with the Campus Infrastructure procedures on Asbestos and prevailing legislation. |
|  | Manage the signing in and escort of contractors, surveyors or other employed persons. |
|  | To upkeep the Operations and Maintenance (OM) manuals. |
|  | Ensure that as part of your duties you minimise energy consumption e.g., water and electricity and maximise the recycling opportunities for waste. |
|  | The post holder shall have good knowledge on all Microsoft IT Programmes |
|  | Instruct Workshop staff on projects, PPM or other work required. |
|  | The post holder shall have appropriate independent means of transport. |
|  | Attend regular meetings, training sessions, CPD activities and to undertake any training related to the role. |
|  | The post holder will from time to time be required to undertake other duties of a similar nature as reasonably required. |
|  | To follow all University policies and procedures at all times and take account of university guidance. |
|  | May be required to work evenings and weekends, as business demands. |

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**Person Specification**

| **Criteria** | **Essential** | **Desirable** |
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| **Qualifications** |  |  |
| Good standard of education, either five GCSEs Grade C or four or above including English Language and Mathematics or a relevant NVQ at level 2 or 3.  Facilities Management-related qualification or equivalent relevant experience.  Diverse experience within the construction industry and/or hold a formal construction management qualification with practical experience.  IOSH Managing Safely or equivalent. | **✓**  **✓**  **✓** | **✓** |
| **Experience/Knowledge** |  |  |
| Knowledge and experienced in building maintenance.  Knowledge of the principles of hot water storage and distribution and heating systems.  Strong working knowledge of CAFM systems including mobile devices.  Previous experience in a property or facilities management role.  Experience of providing advice and guidance to a range of customers and colleagues.  Experience of contributing to the delivery of buildings and estates services.  Good understanding of H&S issues and experience in producing Risk Assessments and Method Statements  Experience in a customer facing environment with experience of dealing with all levels of staff and customers and students of different ages and abilities.  Able to use computer and familiar with maintenance software.  Understanding of issues of asbestos in buildings.  Knowledge of the Equalities Act formerly known as the DDA and the ability to design into a repair or alteration, the ethos of this Act.  Experience of managing staff | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓** |
| **Skills** |  |  |
| Able to establish work priorities and manage time effectively.  Can clearly describe and communicate situations that require remedial actions by others.  Demonstrable ability to proactively work with team members to ensure the delivery of high-quality services**.**  Demonstrable ability to produce clear and concise reports, specifications and instructions.  Ability to interpret situations that require a prompt response and take the appropriate action.  Able to readily establish work priorities and allocate accordingly.  Good communication skills  Good computer skills  Knowledge of the Equalities Act formerly known as the DDA and the ability to design into a repair or alteration, the ethos of this Act. | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓** |
| **Attributes** |  |  |
| Self-motivation and ability to work on own initiative.  Ability to work as part of a team.  Ability to liaise effectively with craft staff managers, specialist engineers, and other professionals in a wide range of disciplines.  Have a flexible and amicable attitude to change as driven by the needs of the business.  Good interpersonal skills  Ability to prioritise tasks and manage time effectively.  Good at problem solving and providing solutions. | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |