

Candidate Information

Position: Maintenance Officers
School/Department: Accommodation
Reference: 22/109506
Closing Date: Friday 28 January 2022
Salary: £21,686 - £24,174 per annum
Anticipated Interview Date: Tuesday 15 February 2022

JOB PURPOSE:

To carry out the maintenance, monitoring, repair and recording of response and statutory maintenance in the University Student and Staff & Family accommodation properties. Queen's University student accommodation totals 3,385 bed spaces split across a number of sites, including Elms BT9 located at 78 Malone Road (1,891 rooms); 2 student accommodation buildings in Belfast city centre, Elms BT1 and BT2, (1,238 rooms), plus other offsite housing in the University area. The accommodation is occupied 365 days per year. The post will involve working irregular shift patterns 5 over 7 days for an eight hour duration per shift and may cover out of hours call outs. (The shift pattern does not require overnight working). The post offers excellent terms and conditions, attractive salary including 18% shift allowance.

MAJOR DUTIES:

1. Carry out repairs and maintenance duties, these will include; re-lamp defective internal and external lamp fittings, reset electrical trips and check operation, unblocking of sinks, showers, toilets, urinals and pipework, repair/replace window and door handles, repair/replace of plumbing fixtures eg dripping taps and toilet flush systems, ease and adjust doors, adjust/replace hinges on cupboards and drawers.
2. Survey, maintain and repair emergency lighting systems throughout the site and maintain up to date inspection records related to the statutory tests.
3. Manage, complete and record the planned preventative maintenance activities associated with the asset register.
4. Carry out statutory checks on the hot and cold water systems eg Legionella temperature monitoring/analysis and weekly flushes.
5. Undertake testing of electrical generators.
6. Inspection of gas boiler plant, ventilation and domestic hot water system.
7. Prepare and complete routine maintenance records to comply with Health and Safety and internal regulations and compliance.
8. Identify spare parts necessary to carry out the repairs associated with the tasks allocated to the post and assist in the procurement of spares and management of stock control.
9. Utilise the Computer Aided Facilities Management System (Planon) including, carrying/operating a mobile device. Reallocate Planon work orders to others, and close out work orders as technically complete.
10. Liaise with contractors where they are required to carry out maintenance activities to support the needs of the University and the maintenance service.
11. Discharge all relevant Health and Safety responsibilities, make suitable arrangements and provisions to ensure safety of colleagues, students, and any other users of the University appropriate to their position.
12. Carry out general cleaning duties including power washing to areas, clearing rubbish, cleaning roofs and outlets, cleaning ventilation grills and replacing air filters.
13. Drive vehicles as required including carrying out vehicles checks and completing associated log sheets.
14. Available out of hours, work on a call out rota and carry a mobile phone.
15. Other duties as requested by the Accommodation Maintenance Manager, Assistant Head and Head of Accommodation.

Planning and Organising:

1. Assess individual tasks and plan work required, respond to emergencies as they arise.

2. Plan so that adequate materials and equipment are available to meet specific tasks and prioritise daily work schedule to ensure objectives are met.
3. Take responsibility for maintaining documentation and providing reports.
4. IT literacy, analytical and problem solving skills.
5. Organisational and time management skills with ability to plan and organise short term activities.

Resource Management Responsibilities:

1. Equipment - Responsible for maintenance/security of related equipment and materials.
2. Prepare schedules of materials and equipment for orders to be placed.

Internal and External Relationships:

1. Daily contact with Maintenance Manager, Operational Staff, Colleagues and Students.

ESSENTIAL CRITERIA:

1. Hold a relevant Level 2 City and Guilds trade qualification in a building services discipline, eg plumbing, joinery, electrical, heating & ventilation (or equivalent qualification) or a time served plumber, joiner or electrician.
2. A minimum of 3 years' post qualification experience working in a building maintenance position and have considerable proven knowledge of the maintenance issues encountered and the technical expertise to facilitate an effective repair.
3. Good communication skills.
4. Able to work on own initiative and be part of a team.
5. Carry out written or oral instructions.
6. Valid driving licence.

DESIRABLE CRITERIA:

1. Recent relevant experience in one or more of the following:
 - Legionella awareness (knowledge of HSE L8)
 - Electrical safety awareness
 - Door closers and ironmongery
 - Computer Aided Facilities Management (CAFM) systems
2. 5 years' post qualification experience working in a building maintenance position and have considerable proven knowledge of the maintenance issues encountered and the technical expertise to facilitate an effective repair.
3. GCSE or equivalent in English and Mathematics.