

## Candidate Information

**Position:** Maintenance Officer  
**School/Department:** Accommodation  
**Reference:** 23/110612  
**Closing Date:** Monday 6 February 2023  
**Salary:** £22,662 - £24,948 per annum plus 18% Shift Allowance  
**Anticipated Interview Date:** Thursday 16 February 2023

### JOB PURPOSE:

The successful applicant will be primarily responsible carrying 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), 18% shift allowance applies.

### 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 e.g. 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 e.g. 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 Plan on 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.

### ESSENTIAL CRITERIA:

1. Hold a relevant Level 2 City and Guilds trade qualification in a building services discipline, e.g. 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. Carry out written or oral instructions.
4. Good communication skills.
5. Able to work on own initiative and be part of a team.
6. Valid full driving licence or ability to meet the mobility requirements of the post.

**DESIRABLE CRITERIA:**

1. GCSE or equivalent in English and Mathematics.
2. 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.
3. 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.