

Candidate Information

Position: Maintenance Assistant
School/Department: Estates
Reference: 25/112851
Closing Date: Monday 15 September 2025
Salary: £28,133 - £29,594 per annum.
Duration: Thursday 25 September 2025

JOB PURPOSE:

To carry out and assist with the maintenance, monitoring and repair internally and externally to buildings and associated equipment and areas within the University.

MAJOR DUTIES:

1. Assists all tradespersons (building, electrical & plumbing) in carrying out repairs and maintenance under direct/indirect supervision. This may include filter changing, replace lock cylinders, check oil tank readings, boiler water testing, chemical dosing, replace defective lamps and fluorescent tubes, changing tap washers, and unblocking sinks, urinals, toilets and associated pipe work, tiling, plastering etc.
2. Carry out oiling, greasing, and general painting of plant areas, plant and equipment as required. Check and adjust belts, monitor oil levels, boiler de-scaling, pump out sumps and run generators. Cleaning duties which may include power washing to areas, removing posters and graffiti, clearing rubbish, cleaning ventilation grills, cleaning gutters, cleaning roofs, ACCO channels etc. and maintenance and inspection of heating, chilling, ventilation, and ancillary plant.
3. Carry out a given programme of work including, repairs and emergency breakdowns, planned preventative maintenance schemes and minor improvements as directed.
4. Assist the store manager with deliveries, stock taking, orders, distributing parts and Assist with the delivery and moving of materials and equipment throughout the Queen's University site.
5. Utilise computer information technology as required to operate the Computerised Aided Facilities Management System (Planon) including, carrying/operating PDA/Tablet devices if required, Building Management Systems and other plant controls where training has been provided.
6. Liaise with contractors where they are required to replace plant or carry out maintenance activities to support the needs of the University and the maintenance service.
7. Prepare and maintain accurate manual and computerised records and schedules in relation to Health and Safety, maintenance, plant and equipment, work records.
8. Discharge all relevant Health and Safety responsibilities, making suitable arrangements and provisions to ensure safety of colleagues, students, and any other users of the University appropriate to their position.
9. Drive vehicles as required including carrying out vehicles checks and completing associated log sheets.
10. Assist in development projects including reviewing designs, checking drawings for accuracy, providing written details of defects, liaison at handover and suggested improvement measures.
11. Carry out any other duties as requested by the Director of Estates.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications (e.g. GCSE, O level, NVQ 2 or equivalent).
2. Substantial recent relevant experience in a building/electrical/plumbing role maintaining building, systems and plant in a similar environment to the University.
3. Evidence of good numeracy and literacy skills.
4. Working knowledge of building/electrical/plumbing systems.
5. Understanding of relevant Health and Safety requirements.

6. Competent in the use of IT packages to include Microsoft Office.
7. Organisational and time management skills with ability to plan and organise short term activities and events.
8. Carryout written or oral instructions.
9. Good communication and interpersonal skills.
10. Able to work on own initiative and be part of a team.
11. Valid full UK driving licence.
12. Available for out of hours work and be on an call out rota (if required).
13. Willing to carry a work phone and IPAD.
14. (Shortlisted candidates will be required to provide a copy of qualification, Craft Card and driving licence prior to interview).

DESIRABLE CRITERIA:

1. Relevant academic and/or vocational qualification in a trade (building, electrical, joinery, plumbing etc) e.g NVQ 2 (or equivalent) or time served.
2. GCSE A – C (or equivalent) in Mathematics and English.
3. Significant recent relevant experience in a building/electrical/plumbing role maintaining building, systems and plant in a similar environment to the University.
4. Experience of working to demanding timescales and of amending schedules to ensure deadlines are met on reactive and planned maintenance activities.
5. Experience that will demonstrate:
 - Electrical awareness.
 - Use of Elevation equipment.
 - Use of Scaffolding.
 - Asbestos awareness.
6. Ability to carry out risk assessments and method statements.
7. Understanding of quality standards and customer satisfaction.
8. IT literacy, knowledge of CAFM system (or equivalent), analytical and problem solving skills.
9. A valid CSR card.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Craig Thompson - C.Thompson@qub.ac.uk.