

Candidate Information

Position: Assistant Estates Manager (Planned Preventative Maintenance)
School/Department: Estates
Reference: 25/112958
Closing Date: Monday 3 November 2025
Salary: £41,519 - £49,536 per annum
Anticipated Interview Date: Thursday 13 November 2025

JOB PURPOSE:

To support the Estates Manager (Maintenance) by preparing and maintaining planned maintenance programmes, including associated procedures and schedules for mechanical, electrical and building installations to ensure Planned Preventative Maintenance (PPM) is carried out at the correct intervals, statutory maintenance requirements are met within approved budgets, manage the electronic Safety Document System, manage asset registers, safety procedures, provision of quality reports and manage handover information from Development. Prepare and maintain a 5 year rolling programmes for PPM.

To manage maintenance contracts and manage contractors for minor works projects.

MAJOR DUTIES:

1. Assist in the provision of a comprehensive and effective maintenance service which is responsive to the users needs and supports the University's aims and objective.
2. Develop and manage PPM activities on Planon with particular reference to statutory compliance. Advise on the resources to maintain the University Estate to an acceptable standard including using condition surveys to adequately prioritise work activities. Set objectives and performance indicators in place to monitor the quality of maintenance provision and assist with the preparation of service level standards for internal customers.
3. Manage PPM data to provide a 5-year rolling programme, manipulating cyclic data and averaging out expenditure to suit a 1-year recurrent budget for all the University building stock throughout the University.
4. Management of the asset register database and ensure it is kept up to date and all maintenance assets are correctly labelled including site surveys and implementing labelling where necessary.
5. Identify and develop Health and Safety procedures and safe systems of work and ensure that they are being observed and implemented by in-house staff and contractors. Oversee and manage the University's Safety Document system and develop and provide an induction process for contractors. Continuously review and, where necessary, revise working methods and procedures to optimise efficiency and productivity, and manage / monitor the performance of contractors to ensure that all work is carried out in compliance with relevant health and safety and CDM regulations acting when required as Principal Contractor and Principal Designer and all good practices.
6. Preparation of tenders and management of contracts for maintenance and other services, including setting objectives and performance indicators to aid control and monitoring of contracts.
7. Liaise with Estates Development on the completion of all handover documentation associated with major projects and minor works. Manage Health and Safety files to ensure all planned maintenance requirements are added to the maintenance programme, assets are added to the asset database and additional budget requirements are identified. Development of asset information to ensure it meets the University needs.
8. Ensure that all works are carried out in accordance with relevant statutory requirements, codes of practice, UUK Accommodation Code, contracts, specifications, established standards and SLA's including planning and programming work to meet customers' requirements and to minimise disruption and inconvenience.

9. Assist with the preparation of planned maintenance procedures, including detailed works requests, to allow internal and external providers to carry out maintenance with appropriate consideration of H&S requirements. Provide feedback to Estates Development on the performance of completed projects. Identify budgets, manpower and training or maintenance equipment requirements for existing and new facilities.
10. Prepare quality monitoring procedures to monitor the service level provided and provide quality and performance reports in relation to the provision of the maintenance service including planned and unplanned maintenance by internal and external service providers and budget spend. Services monitored will include measured term contractors for building, mechanical and electrical services, pest control, lift maintenance, ventilation maintenance, and fire alarm maintenance. Assist with management of change and quality improvement procedures and carry out performance audits including meeting staff and contractors.
11. Assist generally with the provision of the maintenance service including the helpdesk function, minor projects, condition surveys, health and safety measures, energy management, budget preparation, risk assessment registers, management of training and key registers. Work with others within the University on preventative measures to improve safety.
12. Other duties as directed by the Estates Director.

ESSENTIAL CRITERIA:

1. Educated to at least HNC level in Mechanical or Building Services Engineering, or equivalent.
2. Substantial recent relevant post qualification experience to involve each of the following in a similar environment to the University:
 - (a) Preparation of Planned Preventative Maintenance Schedules and Programmes to ensure maintenance meets statutory and current best practice requirements.
 - (b) Operation and management of physical maintenance infrastructure in a multi-site complex building environment and review of statutory compliance and risk.
 - (c) Direct management of contractors undertaking response maintenance, planned preventive maintenance tasks and minor works with performance monitoring.
 - (d) Management of budgets, raising orders, payment of invoices and ordering materials and development of tender documents.
 - (e) Operation and daily use of a large BEMS system to control HVAC and Electrical systems.
3. Training and experience in Health and Safety and COSHH and awareness of current practice and standards, including the Control of Asbestos regulations.
4. The use and management of a helpdesk CAFM system to receive issue and monitor work to maximise productivity.
5. Good technical and practical knowledge of building construction, electrical and mechanical systems in response, ppm, major & minor projects including on listed/historical buildings.
6. A technical knowledge of maintenance procedures, including computerised maintenance systems, associated with mechanical and electrical installations.
7. Financial and budgetary management.
8. Up to date knowledge of relevant professional regulations and codes of practice to ensure maintenance meets statutory and current best practice requirements.
9. Understanding of quality standards and customer satisfaction.
10. IT literacy, analytical and problem solving skills.
11. Organisational and time management skills with ability to plan and organise short term activities.
12. Excellent communication skills, both verbal and written with staff at all levels and the ability to write clear reports and present options and recommendations.
13. Proficient in the use of general IT systems with a particular emphasis on helpdesk systems and PPM programmes, spreadsheets and databases.
14. Good oral and written communication skills and good interpersonal skills.
15. Good negotiation and persuasion skills.
16. Good time management skills including the ability to coordinate numerous tasks and to work to strict guidelines.
17. A focus on quality and be self-motivated and proactive exhibiting initiative and enthusiasm.
18. Good analytical skills.
19. Logical and methodical approach to work, detail orientated, including the ability to direct and organise others.
20. Confident and able to work without detailed supervision and be able to work as part of a team.
21. Able to work with staff at all levels and communicate clearly both verbally and in writing.
22. Valid Driving License.
23. Able to attend out of hours emergency call outs.
24. Willing to carry a work phone.

DESIRABLE CRITERIA:

1. Educated to degree level in Mechanical, Electrical or Building Services Engineering or equivalent.
2. GSCE (or equivalent) in Mathematics and English.
3. Hold, or be working towards membership of a relevant professional body.
4. Certified H&S training.
5. Experience in:
 - (a) The use of Permit to Work systems;
 - (b) Managing asset registers;
 - (c) Working within a client organisation;
 - (d) Quality management procedures;
 - (e) Performance monitoring; and
 - (f) Working knowledge of CDM.
6. Experience in CAD as applied to building services.
7. Ability to carry out risk assessments and method statements.
8. Knowledge of energy management and low carbon technologies.
9. Knowledge of electrical awareness.
10. Experience with elevation equipment and scaffolding.
11. Asbestos awareness training.
12. A valid CSR (Craft) Card.