

Candidate Information

Position: Maintenance Officer
School/Department: Estates
Reference: 26/113358
Closing Date: Monday 29 June 2026
Salary: £29,594 - £32,186 plus 18% shift allowance.
Duration: Tuesday 7 July 2026

JOB PURPOSE:

To carry out response, planned and statutory maintenance in the University Student and Staff & Family accommodation properties.

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 and includes a 18% shift allowance).

MAJOR DUTIES:

1. Carry out general response and planned maintenance activities such as:
 - Re-lamp defective internal and external lamp fittings.
 - Reset electrical trips and check operation.
 - Emergency light testing.
 - 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 and replace cylinders.
 - Adjust/replace hinges on cupboards and drawers.
 - Tiling, re-grouting and siliconing.
 - Inspection and maintenance on air handling units - filter and grille changing/cleaning.
 - Roof outlet, gutter, ACCO channel cleaning.
 - Oil tank reading/inspections.
 - Testing and chemical dosing.
 - Powerwashing.
 - Clearing rubbish and graffiti.
 - General site upkeep and onsite store management.
 - Testing of generators.
 - Inspection of gas boiler plant, ventilation and domestic water systems.
 - Legionella temperature monitoring/analysis and weekly flushes.
 - Fire door inspection and repairs.
 - Plant room inspections.
2. Carry out a given programme of work including, repairs and emergency breakdowns, planned preventative maintenance schemes and minor improvements as directed.
3. Assist with the delivery and moving of materials and equipment throughout the Queen's University site.
4. 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.
5. 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.

6. Prepare and maintain accurate manual and computerised records and schedules in relation to Health and Safety, maintenance, plant and equipment, work records.
7. 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.
8. Drive vehicles as required including carrying out vehicles checks and completing associated log sheets.
9. Assist in development projects including reviewing designs, checking drawings for accuracy, providing written details of defects, liaison at handover and suggested improvement measures.
10. Available out of hours, willing to participate in additional overtime when requested, work on an irregular shift pattern and carry a mobile phone.
11. Carry out any other duties as requested by the Director of Estates.

ESSENTIAL 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. Substantial recent relevant post apprenticeship experience in a building/electrical/plumbing role maintaining building, systems and plant in a similar environment to the University.
3. Working knowledge of building/electrical/plumbing systems.
4. Comprehensive knowledge of relevant building and maintenance systems, equipment and processes.
5. Evidence of good numeracy and literacy skills.
6. Understanding of quality standards and customer satisfaction.
7. Understanding of relevant Health and Safety requirements.
8. IT literacy, knowledge of CAFM system (or equivalent), analytical and problem solving skills.
9. Organisational and time management skills with ability to plan and organise short term activities and events.
10. Good communication and interpersonal skills.
11. Carry out written or oral instructions.
12. Able to work on own initiative and be part of a team.
13. Valid full UK driving licence.
14. Available out of hours, work on an irregular shift pattern and willing to participate in additional overtime when requested.
15. Willing to carry a work phone and IPAD.

DESIRABLE CRITERIA:

1. GCSE in Mathematics and English.
2. Hold a valid CSR card.
3. Significant recent relevant post apprenticeship 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.
 - Legionella awareness.
 - Door closers and ironmongery.
6. Ability to carry out risk assessments and method statements.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Stuart Campbell - stuart.campbell@qub.ac.uk.