
THE POST

School/Service:	Campus Services – Property Services http://www.exeter.ac.uk/campuservices/
Post:	Semi Skilled Building Maintenance Operative
Reference No:	P42987
Grade:	C
Reporting To:	Team Leader/Supervising Engineer
Responsible For:	The day to day delivery of all property maintenance and small works projects (up to £25k value).

This is a full-time permanent post within Property Services

Job Description

Main purpose of the job:

Reporting to the Property Services Team Leader, the post holder is a member of the operational team working alongside other maintenance operatives in the Electrical & Mechanical and Building & Structural Services. Property Services is responsible for the planning, safety, provision, adaptation and maintenance of buildings and associated services and for the development and maintenance of the University's estate. A current annual revenue budget of c. £7.1 million is allocated to the Service.

Property Services is responsible for carrying out an exceptionally diverse range of tasks including inspection, testing, response and planned maintenance of electrical plant and installations, fire alarms and emergency lighting, commercial and domestic electric and gas appliances, gas supply, mechanical plant and installations, air-conditioning and ventilation systems, pressure systems and plant, cranes, fire equipment, carpentry and joinery, locking and security systems, plumbing, masonry works, road and footpath repairs, fencing works, painting and decorating, roof repairs. In addition, the organisation is responsible for the day to day running of the energy management system and supporting, setting up equipment and attending University and other external functions in the Great Hall, Lemon Grove, and for other temporary events across the University.

Main Duties and accountabilities:

The post-holder will be required to:

- Maintain the day to day operation of the University's maintenance requirements, as directed by the Supervising Engineer/Team Leader.
- Carry out a range of planned maintenance and reactive tasks.
- Request and collect materials as required from Stores.
- Operate machinery and test equipment (training will be provided if required)
- Carry out associated works outside of their primary skill set (training will be provided if required).
- Carry out other tasks as required by the Team Leader within personal capabilities.
- Participate in a 36.5 hour working week over a 7 day period. The post holder must be prepared to work recognised work patterns to accommodate this, and the University reserve the right (subject to reasonable notice) to change and extend work patterns to include bank holidays and University closure days.

The job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties within their capabilities of similar level and responsibility.

PERSON SPECIFICATION FOR SEMI SKILLED BUILDING MAINTENANCE OPERATIVE

Competency	Essential	Desirable
Qualifications/Training	Recent proven practical experience in property maintenance and small works.	
Knowledge/Experience	Working knowledge of relevant health and safety legislation and standards.	
Skills/Abilities/ Attributes	<p>Polite and calm disposition is essential, as well as a flexible and willing attitude and the ability to relate and build a good relationship with colleagues and our diverse customer base.</p> <p>Ability to work on own initiative.</p> <p>Ability to carry out work on weekly and monthly tasks with accuracy and to a high standard required to meet out legislative needs.</p> <p>Have a starter finisher mentality and able to demonstrate a practical and methodical approach, combined with safe, clean and tidy working methods.</p> <p>Required to work at heights and in confined and restricted spaces.</p> <p>The post holder must be prepared to work recognised work patterns.</p> <p>Hold a current full driving licence.</p> <p>Own or have access to a road-worthy vehicle.</p>	<p>IT skills and/or be prepared to train in handheld devices.</p> <p>Good organisational skills.</p>

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Simon Tailford (telephone: +44 (0)1392 722647, email: s.tailford@exeter.ac.uk)

Additional Information Relating to the Post

Salary

The salary will be from £15,765 up to £18,031, depending on qualifications and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 36.5 hours per week (full-time).

Overtime

When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

Annual Leave

The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: www.ukba.homeoffice.gov.uk.

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the University of Exeter Retirement Benefits Scheme (ERBS) is automatic provided that you meet the qualifying criteria for membership.

The ERBS is a contracted-out scheme and the employee's contribution is 7.5% of gross salary; the University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. This scheme is a Career Average Revalued Earnings scheme, for further information please visit <http://admin.exeter.ac.uk/personnel/pensions>. You may opt out of the scheme: if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **Wednesday 08 July**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.