



## MAINTENANCE TECHNICIAN

### Job description and further particulars

<b>Job title:</b>	Maintenance Technician
<b>Hours:</b>	Full time (37.5 hours a week), although part-time may be considered
<b>Salary:</b>	£29,659 – £34,866 inc. Oxford University Weighting of £1,500
<b>Contract Type:</b>	Fixed term for one year
<b>Responsible to:</b>	Maintenance Manager and Clerk of Works

### Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

## Overview of Post

The Maintenance Team provide essential support to the College, ensuring that its buildings, facilities and infrastructure continue to function effectively and remain available to support the range of activities taking place onsite.

Reporting to the Maintenance Manager, the Maintenance Technician is responsible for carrying out a range of general maintenance tasks, either independently or as directed by the Clerk of Works or the Maintenance Manager. The post-holder will work with other team members and external contractors to carry out work across all disciplines, including internal and external decorating and minor plumbing and electrical work.

You also will be coordinating with contractors, taking deliveries and updating College members on their outstanding maintenance requests. You may also be involved in conducting routine inspections of buildings and liaising with external specialists and contractors.

This post is fixed term for 12 months to provide cover in the team.

## Key Responsibilities & Duties

Main duties include, but are not limited to:

- Basic electrical, plumbing and joinery work
- Kitchen/bathroom fitting and repairs
- Painting and decorating
- Minor groundworks, including preparing for bad weather
- Investigating, diagnosing and repairing faults as instructed
- Clearing gutters, drains, gullies and downpipes
- Undertaking emergency, re-active and pro-active maintenance work to all College buildings
- Moving furniture and goods (manual handling)
- Assist with routine inspections
- Testing and inspection of Fire alarm, fire doors, water temperatures (Legionella) etc.
- Assist in maintaining the maintenance department records
- Any other tasks as requested which commensurate with the grade of the post
- Maintain the College's stock of tools and maintenance equipment in a safe and secure environment and assist in keeping an inventory of the stock
- Provide on-call support when requested by the Clerk of Works (for which an additional payment is made)

To achieve the above, you will need to:

- Work in areas at heights, in plant rooms and areas where access is restricted. Work will be indoors or outdoors at any time of the year
- Work with college staff and external contractors
- Ensure the students are kept fully informed of any delays or issues with reported requests

- Work to set deadlines
- Comply with health and safety legislation, policies and codes of practice
- Carry out any relevant training required for the role
- Wear college uniform

## Selection Criteria

### Essential

- Relevant experience in building trades (plumbing, carpentry and decoration).
- General maintenance skills with excellent eye for detail
- Ability to follow instructions and work to deadlines, recognising when assistance is needed and asking pertinent questions
- Ability to problem solve and work unsupervised
- Good time management skills with the ability to prioritise tasks, keeping the relevant people informed of progress
- Knowledge of working in a mechanical plant
- Ability to work effectively as part of a small team with an understanding of customer service
- Good communication and IT skills
- A proactive approach and a willingness to support the College and its community
- Ability to perform the physical tasks required for the role including working at height, taking into account any reasonable adjustments

### Desirable

- A formal qualification, such as an HNC, BTEC, City and Guilds award or equivalent in an appropriate subject (e.g. building apprenticeship)
- Awareness of the statutory ACOPs including gas, electricity etc. and an ability to work within their remits
- Previous experience of working on a grade 2 listed property
- Experience of working in a college
- Comprehend specialised specifications and drawings
- Knowledge of health and Safety legislation.

## Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

The above should be submitted by email to [hr@hmc.ox.ac.uk](mailto:hr@hmc.ox.ac.uk). Recruitment will be on a rolling basis, with suitable candidates interviewed as soon as possible after the submission of their application.

## Benefits and Conditions

- Free meals when on duty
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days plus bank holidays

## Important Information for Candidates

### **Data Privacy**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

### **Equal Opportunity**

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

### **Right to work in the UK**

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.