



## 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 inclusive of an Oxford University Weighting of £1500
<b>Contract type:</b>	Fixed term for 1 year
<b>Responsible to:</b>	Maintenance Manager and The Clerk of Works

**Additional Information:** This is a fixed term role to provide cover in the College maintenance team. The successful candidate must be prepared to join the on-call rota. An enhanced rate of pay is awarded to cover on-call time and callouts

#### Harris Manchester College (HMC)

Located in central Oxford, HMC has some 230 students reading for undergraduate and graduate level degrees in any year. Some will be coming to higher education just a few years behind their peers. Others will be pursuing second degrees or graduate courses. Others will be returning to academic study having already had long and successful careers (our oldest student to date was 76 when he matriculated). Whatever route they've taken to get to HMC, we value and celebrate the many different experiences represented within our student community.

Although the College's origins date back to the mid-eighteenth century, we joined the University of Oxford relatively recently, gaining our Royal Charter in 1996. The College was founded for those who could not accept the dogma of any particular denomination. This has given the College a radical dissenting edge, putting inclusivity and diversity at the heart of our values, and enabling us to be bold in our decision making. While HMC is recognised for its long history of educating and training nonconformists for the ministry there are no religious tests and, today, the College offers a wide range of subjects and courses.

For further information about HMC please visit the college website at <http://www.hmc.ox.ac.uk>

## Overview and Context of the 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

Main duties include, but 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, polices 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.

## Benefits and conditions

In addition to the salary noted above, the successful postholder will have access to the following benefits:

1. Free lunches in the College's dining hall when working onsite and when the kitchen is open
2. Pension: You will have the option of joining a contributory staff pension scheme (TPP)
3. Annual leave entitlement of 30 days plus bank holidays
4. Access to a number of Oxford University staff benefits, including access to university museums, gardens and events and discounted access to health and sports facilities

## How to Apply

If you have any questions about the role, please email the HR Officer ([hr@hmc.ox.ac.uk](mailto:hr@hmc.ox.ac.uk)) in the first instance.

Please email your CV, and a covering letter outlining why you feel you are a good candidate for the post. Please include your name, and the reference MT2024 in the email subject line.

Recruitment will be on a rolling basis, with suitable candidates interviewed as soon as possible after the submission of their application.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University 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 [harris-manchester-college-policy-data-protectionpdf \(ox.ac.uk\)](#).

### Equal Opportunity

Harris Manchester College is an Equal Opportunities 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.

### Pre-employment screening

#### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right-to-work in the UK and (if we haven't done so already) we will contact the referees you have nominated. If you have not previously worked for the College, we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.