

October 2017

Thank you for your interest in the post of Maintenance Technician. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter either in writing or by e-mail to:

Cathy Doust  
Human Resources Business Partner  
The Edward James Foundation  
West Dean  
Chichester  
West Sussex  
PO18 0QZ

Email: [alfie.gould@westdean.org.uk](mailto:alfie.gould@westdean.org.uk)

Tel: 01243 818276

Please include details of two referees.

**Closing date for applications: Wednesday 25 October at 5pm.**

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

## JOB DESCRIPTION

|                      |  |
|----------------------|--|
| JOB TITLE            | Maintenance Technician   |
| BUSINESS AREA        | Property & Campus Operations   |
| LOCATION             | West Dean College  |
| RESPONSIBLE TO       | Clerk of Works   |
| MAIN PURPOSE OF ROLE | Day-to-day care and maintenance (excluding housekeeping) of the fabric of all parts of West Dean College, the Old Dairy, Sussex Barn and accommodation annexes (Dower House, Stables, Church Lane House, Peachey House, Old Vicarage). |

## GENERAL DUTIES & RESPONSIBILITIES

1. Undertake minor internal decorating, carpentry/joinery, plumbing and electrical work and general repairs. The college workshop facilities and tools will be shared. In situations where appropriate tools are not available in the College, these will be supplied by the Foundation's Maintenance Department through the Clerk of Works or Maintenance Team Supervisor.

Work to be allocated by the Clerk of Works, Maintenance Team Supervisor, House Manager or Property Co-ordinator from requests logged via the Maintenance Help Desk.

2. Liaise with the House Manager when planning work to ensure that any noise, disruption or inconvenience caused by work undertaken is kept to the absolute minimum.
3. Undertake regular clearance of debris and leaves from roof valleys, gutters and downpipes of the Main House and its associated buildings, particularly during the autumn. *(NB: In all instances of roof work there must be at least two members of staff working together for which the Maintenance Department will provide necessary support).*
4. Ensure the proper functioning of all rainwater systems and surface and foul water drains.
5. Monitor the condition of all storage tanks, hot and cold water systems, WC cisterns and report to the Foundation's Clerk of Works immediately any signs of deterioration, or the need for possible specialist attention.
6. Assist as necessary outside service and maintenance engineers and, occasionally, the House Carpenter.

7. Liaise with the Clerk of Works and/or Maintenance Team Supervisor during icy weather to ensure that specific pedestrian areas around the College buildings are salted.
8. Undertake the day-to-day maintenance and care of the Vicarage swimming pool, adjusting chlorine levels, cleaning filters and backwashing. (*Training will be provided where required*).
9. Undertake Portable Appliance Testing on all relevant equipment in the bedrooms, offices and student annexes.
10. Carry out any other reasonable duties in or outside the College buildings, as requested by the House Manager.

## HEALTH & SAFETY

1. Adhere to the Estate's health & safety policy at all times, ensuring a safe working environment.
2. Alert the Head of Workshops, Clerk of Works and/or the Maintenance Team Supervisor and the Director of Hospitality of any Health & Safety or Security Issues.
3. Undertake training to ensure adherence to Health & Safety legislation.

This job description is subject to regular review in consultation with the Maintenance Technician.

## PERSON SPECIFICATION

### Experience

|   |           |
|---|-----------|
| Minimum of 5 years' experience in minor internal decorating, carpentry/joinery, plumbing and electrical work and general repairs. | Essential |
| Demonstrable knowledge of Health & Safety legislation and practice  | Essential |
| Experience in working on both modern and historic structures  | Desirable |

### Skills

|  |           |
|--|-----------|
| Excellent communication skills both written and verbal | Essential |
| Good Numeracy skills                                   | Essential |
| Excellent communication and organisation skills        | Essential |
| Good accuracy and attention to detail                  | Essential |
| Ability to work as part of a team                      | Essential |
| Driving licence  | Essential |

### Personal Characteristics

|  |           |
|--|-----------|
| Confident communicator, with the ability to build relationships both internally and externally | Essential |
| Professional approachable manner   | Essential |
| Ability to work effectively under pressure   | Essential |

## MAINTENANCE TECHNICIAN

### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

|           |   |
|-----------|---|
| Contract: | Permanent.  |
| Duties:   | As attached job description.  |
| Salary:   | £21,268 per annum payable monthly in arrears by BACS transfer.  |
| Hours:    | 40 hours per week, primarily straight shifts, 5 days over 7 including weekends and bank holidays (hours to meet the needs of the business).       |
| Holidays: | 33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).   |
| Benefits: | Contributory pension scheme, childcare vouchers, Employee Assistance Programme, free and discounted places on short courses at West Dean College. |