



Maintenance Officer Job Description

The Maintenance Technician plays key role in ensuring that our unique Grade II* listed building is properly maintained as a safe and attractive space for everyone who visits or works at BAC.

Responsible to: Building and Maintenance Manager
Salary Scale £18 000

Main Duties and Responsibilities

- To undertake routine maintenance work, as identified by the Building and Maintenance Manager or other key members of staff. Subject to the Maintenance Technician's specific skills, this will include: *small painting / decorating jobs; putting up shelves; changing light bulbs in domestic fittings and emergency lighting fittings; tiling; plastering; carpentry j; fit bolts or locks; maintain all doors including Emergency Exit Doors; clear drainage, gutters and hoppers; respond to any maintenance work reported in the Daily Reports.*
- In the absence of the Building and Maintenance Manager to act as the first point of call for emergency repairs – this will involve investigating the problem, and either carrying out a repair, or referring the matter to professional company (eg. plumber, electrician, locksmith) as required, subject to the approval and sign off by the Building and Maintenance Manager. This might include: *broken locks, doors or windows; blocked sinks or toilets; damage to the fabric of the building; damage to fixtures and fittings*
- To develop sufficient knowledge of the building to be able to direct contractors to specific work areas.
- To take charge of stock control of maintenance equipment, light bulbs, locks and etc.
- To proactively identify areas in need of maintenance, repair, or improvement, and discuss these with the to Building and Maintenance Manager to agree and prioritise actions.
- To support the Building and Maintenance Manager to ensure that all Building and Maintenance work complies with BAC's Health and Safety Policy and statutory obligations.

Terms and conditions

Contracted hours are 35 per week (excluding a daily one-hour lunchbreak). It is anticipated that the Maintenance Officer's hours will normally be 8am – 4pm.

No overtime payments are available. BAC does operate a Time Off in Lieu System.

Holidays: 4 weeks per year (5 weeks following one full year of service)

Person Specification

Personal Attributes

Essential:

1. Friendly, courteous and professional.
2. Proactive, responsible, common-sense approach.
3. Reliable, with good time-keeping.
4. Good verbal communication skills.
5. An ability to work effectively as part of a team, and on own initiative.
6. Ability to prioritise work and choose efficient and cost effective approaches to the work
7. Positive approach to tasks

Skills and Experience

Essential:

1. Sound Building and Maintenance practical skills, sufficient to carry out general maintenance and repairs – for example, carpentry, decorating, plastering, plumbing
2. Good awareness of Health and Safety

Desirable:

1. Experience of working as a maintenance person
2. Experience and interest in working in a period/ listed building
3. Interest in improving personnel skillset
4. Interest in working in an arts building