

JOB DESCRIPTION

JOB TITLE: Multi Skilled Maintenance Operative

TEAM: Finance and Support Services

PRESENT POST HOLDER:

DATE : September 2024

OVERALL PURPOSE OF THE JOB

To assist the Estates and Facilities Manager with the professional management and supportive running of the Trust's owned estate including residential properties and commercial property holdings, Visitor Centres, workshops, office spaces, welfare facilities, Trust Headquarters, Nature Reserves and other wildlife and heritage sites. Regular support to the Trusts Operations Manager and Visitor Centre and Sales Manager in respect of maintenance in their areas of responsibility and as directed by the Estates and Facilities Manager.

To carry out routine works and inspections relating to the Trusts planned preventative maintenance schedule and compliance. Responding to unexpected maintenance issues across the Trusts built estate. Providing a variety building works specific to projects and property upkeep.

Liaising with and overseeing contractors across the Trust when professional repairs are necessary.

REPORTING TO

Estates and Facilities Manager

REPORTING TO JOB HOLDER

None

OTHER WORKING RELATIONSHIPS

Within the organisation

Estates and Facilities team members, Operations Manager, Visitor Centre and Sales Manager, HQ staff, Visitor Centre and Reserves Managers, staff.

Outside the organisation;

Contractors, suppliers, company representatives.

MAIN DUTIES

1. To be the Trusts Multi Skilled Maintenance Operative, completing a variety of planned preventative and reactive maintenance across the whole estate to a consistently high standard. Tasks and routine checks to include plumbing, carpentry, property improvements, painting and decorating, Legionella control, monitoring and management, carbon monoxide and smoke alarms, heating systems, security and

access systems, portable appliance testing (PAT) and *minor electrical work (*subject to qualifications).

2. Assist the Health, Safety and Compliance Officer with the organisation of routine servicing such as boilers, bore holes, solar, fire alarms, emergency lights and any other servicing requirements detailed in the Trusts Asset Management System.
3. Play a key part alongside the Estates and Facilities Manager and Health, Safety and Compliance Officer in the Trusts health and safety compliance, specifically in respect of routine fire and legionella risk assessment, management and control.
4. Assist with the ongoing management of the Trusts Asset Management System, ensuring all data remains up to date and accurate upon completion of maintenance works. Ensure the Trust meets its compliance requirements through routine inspection, servicing and maintenance.
5. Carry out site meetings with contractors, suppliers and company representatives as directed by the Estates and Facilities Manager.
6. Assessing repair needs and requirements across the Estate and advising the Estates and Facilities Manager of any associated costs, ensuring sustainable materials and suppliers are used wherever possible.
7. Assisting with the delivery of projects, both in terms of providing building works and managing contractors, relative to the skillset and remit of the post.
8. Responsible for own health and safety and the health and safety of others affected by your actions. Experience of writing risk assessments and method statements, including dynamic risk assessment.
9. To undertake any other ad hoc duties and maintenance tasks identified as within the remit of the role, and as directed by the Estates and Facilities Manager.

OTHER DUTIES

Work with other staff to ensure common standards and procedures are being developed and maintained.

Willingness to respond to occasional out of hours emergencies at short notice wherever possible.

ESSENTIAL REQUIREMENTS

- Completed an Apprenticeship, or hold a minimum NVQ Level 2 or equivalent in Plumbing and Heating (e.g. City & Guilds)
- Completed an Apprenticeship, or hold a minimum NVQ Level 2 or equivalent in Carpentry and Joinery (e.g. City & Guilds)
- Demonstrable experience and/or qualifications in general building works such as bricklaying, decorating, plastering, tiling, mastic/silicone works and drainage
- Proven experience and knowledge in the building trade
- Hold a CSCS card or SMSTS Qualified

- Previous experience of managing fire and legionella risk, including risk assessment and control measures.
- Skilled in the use of power tools and common tools
- Ability to identify and recognise potential defects or problems
- Strong IT skills, especially in the use of Microsoft Word, Excel & Outlook
- Excellent organisational ability and time management skills
- Good oral communication & written communication skills
- Attention to detail and deadlines, balanced with a high work rate and an ability to plan and programme scheduled works
- Ability to juggle multiple tasks and prioritise workload
- A strong team player
- Good numeracy skills
- Awareness of health and safety compliance and safe working practice
- Awareness of Environmental Sustainability and carbon reduction
- Willingness to work outside normal office hours on occasions, for which reasonable time off in lieu will be given
- Full and current driving licence.

DESIRABLE REQUIREMENTS

- Experience of using an Asset Management System
- IOSH Managing Safely or relevant Qualification
- Experience and/or qualification in electrical work (e.g. City & Guilds Electrical Course Level 2/3)
- Electrical Equipment Maintenance and Testing qualification (e.g. City & Guilds Level 3)
- Experience with precision measuring instruments or electronic testing devices (PAT)
- Experience and knowledge of CDM Regulations and Building Safety Act 2022
- Asbestos Awareness training
- Legionella Awareness Training
- Abrasive wheel trained
- Qualified First Aider

- Fire Warden/Marshal trained
- Experience of renewable energy and associated infrastructure
- Experience and/or qualification in water treatment servicing such as boreholes
- Experience and/or qualification in fencing, roofing, flooring fitting and window or fascia installations and repairs.
- Experience of working in properties and buildings carrying a graded listing or with unique features such as thatched roofs.
- Experience in Project Management/Major Projects delivery
- A strong sympathy for wildlife conservation and the work of the Trust.

LIMITS OF AUTHORITY

- Authorise expenditure within agreed limits and agreed budgets.
- Take day to day decisions on priorities within agreed work programme.

HEALTH AND SAFETY

- Attached with contract.
- Personal risk assessment provided with contract and reviewed annually as part of Annual Performance Review.

POST PROVISIONS

- Assigned workplace van with a stock of tools, materials and machinery to support the effective delivery of the role.
- Mandatory Training
- Supplementary Training

NORFOLK WILDLIFE TRUST
September 2024