

Job Description and Person Specification

1. Job Description

Job Title	Maintenance Technician
Location	Letton Hall, Shipdham, Norfolk
Responsible to	Letton Hall Centre Manager
Effective Date	01/05/2018

Job Purpose

- To deliver maintenance provision across the Letton Hall complex which includes reactive, proactive and remedial refurbishment of a Grade II listed building.
- To work with the Centre Manager to ensure that the facility is safe and ready for use by guests at all times

Principal Accountabilities – Core Tasks

- To undertake day to day building maintenance tasks and projects from inception to completion, including in some cases design and specification for the project
- To order materials, check delivery and ensure materials are stored safely
- Produce a schedule of works in conjunction with the Centre Manager and review on a regular basis
- To work in compliance with current H&S legislation and maintain all relevant records to comply with current legislation such as Fire Safety
- To work with other members of the maintenance staff (part-time employees) and ensure that all work is undertaken in a safe manner
- Where necessary, to work with external specialist contractors with whom Letton Hall have long-term agreements
- To direct, support and work with volunteers who attend Letton Hall once a week
- To recognise defects and in consultation with Centre Manager, prioritise remedial works
- To undertake any other duties in connection with the position

2. Person Specification

E=Essential criteria

D=Desirable criteria

Qualifications	
Experience in general building maintenance	E
Good standard of Education	D
Basic site safety training	D
Skills/Knowledge	
Experience in general building maintenance which might include skills in: bricklaying, plastering decorating, plumbing, carpentry, electrical work and groundwork	E
Ability to demonstrate a systematic approach to prioritisation of work and cope under pressure to meet deadlines	E
Articulate, calm, polite and well-motivated	E
Proven experience of working as part of a team	E
Sensible approach to problem solving with evidence of the ability and willingness to develop practical and creative solutions	E
Proven ability to complete tasks to a high standard within agreed timescales	E
Ability to support change and transitions within the working environment	D
Experience	
Previous experience in building maintenance	E