Murray Edwards College
University of Cambridge

Job Description

Job title:	**Maintenance Manager**
Department:	**Maintenance Department**
Location:	**Murray Edwards College properties**
Purpose of role:	**Manage College tradesmen and day to day reactive maintenance, including administration of systems, rotas and files.**
Line manager:	**Head of Estates**
Line manages:	**Maintenance Department Tradesmen – 4 staff members**
Financial responsibility:	**Responsibility in absence of Head of Department**
Salary and Salary Band:	**£30,000 - £32,000 (Band 4)**
Hours:	**Full time - 37.5 hours per week (plus availability to undertake emergency call-out duty on a rostered basis)**
Working environment:	**College premises**

Overview of the role

- Manage College tradesmen and the day to day reactive maintenance, Chief Administrator of the Room Management System (RMS) operate and maintain the College call out system for out of hours problems Maintain and run the utilities monthly readings and the fire alarm system, maintain Maintenance Department Library for building manuals and house files, Deputise and control the department and budget in the absence of the Head of Estates.

Main duties and responsibilities:

- Supervise the maintenance team in the daily roles of reactive maintenance.
- Assist Head of Estates with Planned Preventative Maintenance Strategy.
- Take responsibility for management of reactive and planned maintenance programs ('CASC' & 'RMS' system)
- Deputise for the Head of Estates when absent, including budgetary control.
- Assist Head of Estates with all aspects of Health & Safety, including compliance with applicable safety regulations.
- Oversee and liaise with daily contractors on site.
- Prioritise Reactive maintenance works load for Maintenance team.
- Carry out the monthly meter readings for all properties.
- Maintain:
    - Equipment registers on Fire, Ladders, PPE
    - Out of hours call out rota and all associated paperwork on Fire Systems
    - PPE for Maintenance Department, including inspecting and replenishing as needed
    - Maintenance library for buildings manuals

    - Suitable & sufficient spare parts
- Carry out routine inspections of Fire Exits, Escape Routes and Signage
- Provide minor works quotes including identifying materials, take measurements and prepare material order schedules for review by the Head of Estates
- Ensure that the all workshops are maintained in a clean and tidy manner and that equipment is serviced and operated properly
- Ensure that all site workplaces are maintained in a proper manner
- Check material delivery notes and control material waste environmentally in accordance with the WEE regulations.
- Undertake Fire Alarm testing with the Head of Estates
- Order materials from wholesalers for Maintenance Department
- Be prepared and available to attend out of hours emergencies
- Any other duties as reasonably required by the Head of Department

Person Specification

	Essential	**Desirable**
Qualifications required for the post:		Fully electrically or mechanically qualified to recognized level e.g. City & Guilds or BIFM
Level of skill, knowledge, experience required:	Good understanding of Fire System Installation (Gent / Ziton / Morley) Experience with all aspects of building services	Site Experience Audio Visual background and knowledge. Happy to work in a 'hands on' capacity as and when needed Able to write reports and carry out quotation exercises
IT skills required:	Microsoft outlook, Excel, Visio Office, power point.	
Health and safety knowledge required:		IOSH/NEBOSH Qualified
Food handling qualifications required:	N/A	N/A
Chemical handling qualifications required:		Desirable if any held
Language skills required:	English is spoken by all staff when on-site, therefore must be able to	

	speak English to a good level and to read/write English to a reasonable level.	
Personal attributes	Demonstrated ability to communicate in a friendly and helpful manner and to maintain good working relationships (e.g. with College Fellows, staff, students and College visitors). Ability to supervise and manage staff effectively. Communicate clearly and collaboratively within his or her team. Keep abreast of new legislation and demonstrate willingness and ability to learn. Good timekeeping. Undertake work with self-motivation and a positive can do attitude. Good team player.	

Salary and Conditions

The salary will be dependent on experience. The position is a permanent post subject to a minimum six month probationary period.

The basic hours are 37.5 per week. The jobholder may be expected to work overtime when required (overtime is not paid, but time owed may be taken during quieter periods).

Benefits include a pension scheme, 25 days holiday plus bank holidays, pro rata in the first year and for part-time appointments. On-site parking & subsidised gym membership. Annual bonus scheme after a qualifying period. Lunch is provided when the kitchens are open.