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| **Description and Person Specification**  **Academic/Professional Services Staff** |
| **Job title:** Facilities Maintenance Technician  **Department:** Estates & Facilities  **Pay Grade:** 1  **Line Manager:** Assistant Technical Services Manager |
| **Role Purpose:**  To provide a comprehensive maintenance service for the University, carrying out maintenance, minor repairs and new works associated with the upkeep of the buildings. To work with the in-house maintenance team and external contractors. |
| **Duties and Responsibilities:**   * Maintain and manage passive building fire protection components. * Assist with pre-planned maintenance (PPM) checks on all building systems. * Assist with the prompt reactive repairs for business effectiveness. * Undertake building decorations and repairs to fabric. * Take responsibility for problems and be proactive, particularly when acting as lone shift engineer. * Ensure call ticketing & asset management systems data are kept up to date. * Ensure health and safety is maintained throughout the building and on all life safety systems. * Assist with the day to day escorting and supervision of appointed contractors. * Undertake Building fabric project work and new installations. * Participate in shift working arrangements. * Work as part of a team to complete multi-trade maintenance tasks. * Assist with access and maintenance requirements for other engineers and tradespersons e.g. lifting raised floor tiles, dismantling ceilings and access panels. * Contribute to Ravensbourne’s preparedness in case of a fire emergency, by participating in the Fire marshal team. * Work safely and maintain cleanliness and order in the buildings plant areas. * Undertake any other duties as may reasonably be required and that fall within the scope and range of the role.   **Other**   * Demonstrate an understanding of Ravensbourne’s values, culture and educational ethos and promote these through everyday practice in the role.      * Work within Ravensbourne’s Code of Conduct and other Rules.      * Comply with all legislative, regulatory and policy requirements (e.g., Finance, People & Culture) as appropriate.      * Carry out the policies, procedures, and practices of Health & Safety in all aspects of the role.      * Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne’s work and show commitment through everyday practice in the role. |
| **Key working relationships :**  Estates & Facilities colleagues  Departmental professional services teams  Academic teams  Contracted service providers  Other staff and students  General public  Visitors |
| **Resources Managed**  Budgets: Nil  Staff: Nil  Other: Nil |

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| **Person Spec** |  |  |
| **Knowledge and Experience** | **Essential** | **Desirable** |
| **Education**  Educated to GCSE level (or equivalent)  HND/HNC or equivalent experience in a building, construction or engineering subject. | x | x |
| **Professional qualifications/experience**  Demonstrate an excellent understanding of Health and Safety  Experience of using a computer aided facilities management (CAFM) software or ticketing system  Experience of completing and review risk assessments and method statements.  Experience of Permit to work systems. | x | x  x  x |
| **Higher Education knowledge**  Experience of working in an higher education estates/ facilities management environment |  | x |
| **Other**  Be physically fit and able to undertake tasks required of the role, including working at height.  Ability to work without supervision and as a lone worker. | x  x |  |

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| **Core Personal skills abilities and behaviours** | **Essential** | **Desirable** |
| **Physical Demands**  Must be physically capable of performing the duties of the role, including manual handling and working at height, in accordance with health and safety regulations. Ability to work independently and, when required, as a lone worker, demonstrating initiative and responsibility. | x |  |
| **Equality, Diversity & Inclusion**  Committed to diversity with the ability to recognise cultural perspectives and values. | x |  |
| **Communication**  Able to communicate information clearly and accurately, considering what to communicate and how best to convey to others. | x |  |
| **Team Work**  Contributes to building team morale as an active member of the team. |  | x |
| **Service Delivery**  Promotes a positive image of the university by responding promptly to enquiries from internal and external contacts and referring them to the right person where appropriate. | x |  |
| **Planning & Organising**  Able to plan, prioritise and organize their own work to achieve agreed objectives. | x |  |
| **Initiative & Problem Solving**  Able to use initiative and creativity to solve problems in a practical and professional manner. | x |  |

**This Job Description may be reviewed, and duties amended aligned with Ravensbourne’s requirements, any changes will be made in collaboration with the postholder.**

**Our Values**

**Connection:** We value what happens together and we collaborate to achieve our collective goals.

**Dynamism:** We embrace every opportunity to adapt and optimise.

**Inclusion:** We celebrate our diversity, and we embrace difference as a source of strength.

**Professionalism:** We aim for quality in everything we do and take pride in our work.

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