# Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| **Post Title**  | **EPNE Estates Technician**  |
| **Reports to**  | **Estates Team Leader**  |
| **Department**  | **Facilities Management**  |
| **Grade**  | **SCP016-018**  |
| **Contract**  | **Full Time, Permanent**  |
| **Location**  | **Sunderland College**  |

# OVERALL PURPOSE

To ensure Education Partnership North East properties and facilities operate seamlessly and without interruptions or disturbance. To ensure buildings and surrounding areas are maintained in accordance with the required standards, ensuring staff, students and visitors operate within a safe and secure environment.

# ROLE PURPOSE

* To operate as part of the estates team in the care, security and operation of ‘all’ college buildings and grounds at any college campus.
* To support the Team Leader / Head of Estates in the daily operation and availability of all college sites.
* To work with Team Leader / Head of Estates to ensure nominated site(s) continually maintain high levels of health and safety.
* To work with Team Leader / Head of Estates to ensure nominated site(s) operate efficiently and effectively at all times.
* To operate flexibly and in line with college opening hours and business demands (commercial activities).
* To adopt a proactive approach towards improving service standards year on year, with strong emphasis on providing a professional and memorable customer focussed experience.

# KEYACCOUNTABILITIES

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| •  | To adopt an active approach towards the college’s security arrangements and safeguarding, working constructively with the college’s retained security staff to ensure students arrive and depart safely.  |
| •  | Take responsibility for working safely at all times. Work with Team Leader to ensure contractors and visitors meet the required standards including the wearing of suitable PPE and the completion of relevant documentation (permits / permissions etc.).  |
| •  | Monitor contractors and their work whilst on college premises, specifically with respect to the health and safety of all college users.  |
| •  | Work with Team Leader to ensure consistent and structured site health and safety checks and inspections occur and any findings documented.  |
| •  | Ensure on site utility readings are recorded weekly across all sites.  |
| •  | Work with Team Leader ensuring college vehicles are maintained in accordance with the contract leasing arrangements, ensuring the required safety checks and drivers logs have been completed for college owned vehicles.  |
| •  | Be proactive in the completion of planned preventative maintenance (PPM) schedules including those associated with legionella, fire systems and emergency lighting.  |
| •  | Be proactive in responding to service desk requests which will include carrying out minor repairs / maintenance and responding to emergency situations (e.g. leaking pipe).  |
| •  | Deliver small projects of work across the college estate as guided by Team Leader / Head of Estates.  |
| •  | Frequently liaise with Team Leaders / Head of Estates to achieve the most effective and efficient operation of the service.  |
| •  | Capture and record estates related activities allowing analysis and informed decisions to be made. This will include a record of contractor related activities including alarm call-outs, lift repairs, vandalism, security incidents and health and safety checks.  |
| •  | To be responsible for the unlocking/opening and locking/making secure of sites as set out in college procedures - salt/grit designated walkways during icy mornings and at other times as required.  |
| •  | Clear snow from designated primary route-ways as/when required.  |
| •  | Undertake checks to the college’s plant / switch rooms as per schedule and report any abnormalities or failures to the Team Leader / Head of Estates.  |
| •  | Ensure sites are cleaned, tidied and safe for staff and student use. Ensure areas of high footfall remain presentable. Assist in addressing accidental spillages within public areas across the sites. Undertake litter picking duties throughout the day.  |
| •  | Visit WC’s / Klargesters / Septic Tanks daily and monitor their condition and take remedial action if necessary  |
| •  | Transport furniture as and when required, accept deliveries and set up facilities for events as and when required.  |
| •  | Act as a key holder for the premises and assist Team Leaders in responding to out of hours call out requests as/when required.  |
| •  | Manage access for deliveries, visitors and collections.  |
| •  | Support the Maintenance team as and when required with deliveries and small projects.  |
| •  | Empty internal and external litter bins daily.  |
| •  | Routinely check and where required clean or change light bulbs, tubes or luminaires. \*  |
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| •  | Undertake small volumes of redecoration to areas of damage or discolouration \*  |
| •  | Resolve small plumbing repairs to address faulty taps, cisterns and leaking sinks and fittings \*  |
| •  | Undertake rooming surveys as required.  |
| •  | When required travel between all EPNE sites to support colleagues in the discharge of their duties.  |

# GENERAL

* To work at any of the college sites on a temporary or indefinite basis.
* To undertake such duties as are reasonably allocated, appropriate to the grade of the post.
* Comply with college policies and procedures including those associated with emergencies and the staff code of conduct.
* To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities with regard to Equality and Diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation.

**PERSON SPECIFICATION**

**Estates Technician**

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|   |  |  |  |  | **ASSESSMENT METHOD**  |  |
|   | **Essential**  | **Desirable**  |  | **Certificate**  | **Application Documents**  | **Reference**  | **Selection Process**  |
| **Qualifications**  |  |  |   |   |  |  |
| Possess or be prepared to work towards Level 2 Maths and English  |   |   |   |   |   |   |   |
| Manual Handling  |   |   |   |   |   |   |   |
| Working at Heights  |   |   |   |   |   |   |   |
| A valid driving licence to operate college vehicles  |   |   |   |   |   |   |   |
| A First Aid at Work qualification  |   |   |   |   |   |   |   |
| IOSH Health and Safety Qualification or relevant experience  |   |  |   |  |   |   |   |
| Basic Electrical / Isolation training \*  |  |  |  |  |  |  |  |
| PAT testing training \*  |  |  |  |  |  |  |  |
| **Experience**  |  |  |  |  |  |  |  |
| Previously employed within Estates / Facilities Management  |   |   |   |   |   |   |   |
| Monitoring of contractors  |   |   |   |   |   |   |   |
| Use of hand tools  |   |   |   |   |   |   |   |
| Manual work  |   |   |   |   |   |   |   |
| Record keeping  |   |   |   |   |   |   |   |
| Previous experience of basic plumbing / joinery / painting  |   |   |   |   |   |   |   |



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|   | **ASSESSMENT METHOD**  |
|   | **Essential**  | **Desirable**  |  | **Certificate**  | **Application Documents**  | **Reference**  | **Selection Process**  |
| **Skills and Understanding**  |  |  |  |  |  |  |  |
| Ability to undertake a range of Estates duties  |   |   |   |   |   |   |   |
| Ability to organise workload and prioritise activities  |   |   |   |   |   |   |   |
| Ability to act on initiative and deal with problems as they occur  |   |   |   |   |   |   |   |
| Good communication and inter-personal skills  |   |   |   |   |   |   |   |
| Ability to work as an individual or part of a team  |   |   |   |   |   |   |   |
| Basic IT skills  |   |   |   |   |   |   |   |
| Understands health & safety within the workplace  |   |   |   |   |   |   |   |
|   |  |   |   |   |  |   |   |
| **Personal Attributes**  |  |  |  |  |  |  |  |
| Must be prepared to operate to a site rota across all centres  |   |   |   |   |   |   |   |
| Ability to travel between sites during the working day  |  |   |   |   |   |   |   |
| Self-Starter / Honest and reliable  |   |   |   |   |   |   |   |
| Flexible  |   |   |   |   |   |   |   |
| Suitable to work with children and young people  |   |   |   | Criminal records check via DBS  |   |   |   |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.  |   |   |   |   |   |   |   |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity.  |   |   |   |   |   |   |   |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.  |   |    |   |   |   |   |   |

