

Job Description

Post:	Multi Skilled Building Officer
Salary Grade:	Band 6
Responsible to:	Estates facilities Manager
Responsible for:	N/A

Key Purpose

To carry out emergency repair works, planned building works, repairs and maintenance tasks in both occupied and empty premises whilst achieving a quality product ensuring delivery both on time and to the specified budget allocation.

Duties & Responsibilities

A	Under the direction of the Estates Manager; to carry out emergency, repairs and maintenance work, ensuring a safe environment and working conditions at all times.
B	To receive, order and purchase goods within and adhering to the Colleges Financial Regulations.
C	To carry out a range of external and internal painting and redecoration duties in occupied and empty premises whilst achieving a durable and quality finish.
D	To carry out pre and post inspections of occupied and empty premises to determine the extent of refurbishment works required, having also established the decoration need to carry out the most cost effective and expedient preparation/repair/ application of decorative products.
E	To carry out all necessary administrative work associated with the Estates and Facilities team's requirements such as keeping accurate and timely records of all work from receiving jobs through to completion.
F	To provide technical advice and support across all College sites.
G	To be available on call, be available to work unsociable hours when College sites are closed and be available to work out of hours to undertake building works, redecoration, etc. in communal areas.



Duties & Responsibilities

H	To consider health and safety at all times, and to respond quickly and effectively to health and safety issues, reporting any matters to the Estates Manager.
I	To ensure that all work is carried out in a safe, proper and thorough manner considering Health and Safety Legislation, College Policy, Procedures, Risk Assessments and Method Statements.
J	To work safely at heights, internally and externally using appropriate access equipment such as a tower scaffold.
K	To comply with statutory and legal requirements, keeping up to date with changing practices and legislation.
L	To carry out any other duties commensurate to the post as required.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	City & Guilds Part III /NVQ level 2/3 in Painting and Decorating (or working towards the qualification) or other equivalent qualification or experience	Application / Certificate	A	Holds a CSCS Card	Application / Certificate
				B	Literacy, Numeracy IT Level 2	Application / Certificate
	2	A relevant course in asbestos awareness, and is PASMA certified.	Application / Certificate	C	First Aid Certificate or willingness to achieve within a specified time	Application / Certificate
	3	Other building works related qualifications (NVQs) such as plastering, bricklaying, and carpentry.	Application / Certificate			
Professional Development	3	Evidence of ongoing professional development	Application			
Experience	4	Substantial experience Painting and Decorating	Application/ Interview	D	Working within a College or other educational environment	Application
	5	Repair and Maintenance works both in occupied and unoccupied properties including property inspections, defects analysis, refurbishment and specifying building repairs	Application/ Interview			
	6	Undertaking risk assessments and managing risk	Application/ Interview			
	7	Budget control/ordering materials, and in adhering to and knowledge of Financial Regulations	Application/ Interview			
	8		Application/ Interview			

Have experience of undertaking planned and cyclical maintenance work

Knowledge	9	Of a specific trade, i.e. plumbing; electrician; joinery; painting etc	Application/ Interview			
	10	Health and Safety and associated legislation	Application/ Interview			
Skills/ Qualities	11	Have the ability to plan and organise general building and maintenance works	Application/ Interview			
	12	Excellent DIY skills	Application/ Interview			
	13	Good interpersonal skills & ability to build good relationships with students, staff and suppliers	Interview			
	14	Good organisational skills	Interview			
	15	Ability to work on own initiative and meet deadlines	Interview			
	16	Flexible approach to work	Application/ Interview			
Other	14	Able to work evenings and unsociable hours	Application/ Interview			
	15	Driving licence and access to personal transport	Application/ Certificate			
	16	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application/ Interview			
	17	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion	Application/ Interview			
	18	DBS Check acceptable to the college will be	Application/ Appointment			