Hugh's College – Job Description
February 2020

1. **Job title:** Senior Handyperson

2. **Reports to:** Building Maintenance Manager

3. **Direct reports:** College Handypersons x 3

4. **Job Purpose:** To provide the best possible presentation of the College to all College members and external customers, e.g. Fellows, College staff, students, conference guests, etc...

5. **Job summary:** To lead the responsive and cyclical maintenance service and ensure that performance standards are achieved and resources allocated as necessary. To maintain and keep tidy the College site, and lead on the operation of and continuous improvement of the recycling programme. To ensure that all conference/seminar rooms are prepared for use to the College’s high standards.

6. **Key relationships:** Other members of the Estates Office, Conference Manager, Head Housekeeper, Accommodation Officer, Gardens and the Lodge.

7. **Key responsibilities:**

   - To lead, promote and use best possible practices to protect the environment, (i.e. recycling and food waste) and managing waste in the correct manner, keeping landfill waste to a minimum and ensuring that bins and containers are presented for collection in accordance with agreed schedules.
   - To ensure that all recycling and associated waste commodity streams are separated and sorted and presented for collection to maximise revenue and minimise costs.
   - Actively encourage staff, residents and students to recycle and dispose of waste in the correct manner.
   - To ensure that spillages are cleaned up and campus litter and cigarette bins are emptied regularly and maintained and presentable at all times.
   - To plan and organise for the waste requirements of special events.
   - To ensure that waste legislation is adhered to at all times.
   - To organise and resource events outside of the normal working week.
   - To lead on and carry out room set ups throughout College (including exams) in accordance with the timetables provided by conference office and ensure that when rooms are not in use they are set up in the default layout as specified.
   - To carry out the annual set up for the Summer School within College.
   - To organise for the removal and replacement of white goods and furniture and to maintain and inventory and stock list.
   - To ensure the timely distribution of incoming goods and moving request.
   - To provide safe passage around College during inclement weather conditions, ensuring all pathways and stairs/steps are free of ice and other harmful obstacles.
   - To lead the responsive and cyclical maintenance service and ensure that performance standards are achieved and resources allocated as necessary.
   - To respond to and resolve basic maintenance requests and to assist tradespersons where necessary with building repairs. (e.g. Blocked toilets, gutter cleaning, drain/gully clearance, changing light bulbs, lock changes, painting and tiling/mastic repairs, basic plumbing and carpentry etc...)
   - Assisting tradespersons, gardeners and lodge porters.
• To organise and resource the cyclical cleaning and tidying of college grounds and associated facilities (benches, paths, bike racks, yards and car parking areas).
• To attend to other reasonable tasks requested by the Building Maintenance Manager.

8. Selection Criteria:

Essential
• As the role is physically demanding the applicant must have the ability to lift and handle large/heavy objects, work at heights (use of scaffolding and ladders), for which appropriate training will be provided
• Ability to communicate effectively with college members at all levels of seniority (verbally and in writing).
• Excellent customer service skills.
• Experience of managing a small team and allocating work. Including the motivation, supervision and development of staff.
• Ability to take deliveries and manage the timely distribution of goods.
• Ability to use a range of plant and equipment (leaf blower, pressure washer and maintenance tools… etc)
• Competent in the use of computerised equipment, mobile phones and radios.
• Demonstrable and capable DIY skills

Desirable
• Experience of responsive building maintenance in a commercial environment.
• Experience of waste management and recycling in a commercial environment.
• Experience of furniture removal and deliveries in a commercial environment.
• Relevant waste management qualification.
• Supervisory/team leader qualification.
• General Health and safety qualification.

Terms and Conditions
• Salary: Grade 3 - £19,110 - £20,982 per annum
• Hours: 37.5 hours per week. You will be required to work additional hours when authorised and as necessitated by the needs of the College, some of which may be at the weekend for which time off in lieu will be given.
• Free lunch at all times of the year when College meals are available
• Holidays: 38 days holiday per year, which includes public holidays and Christmas closure period
• Oxford Staff Pension Scheme