



The Architectural Association

Maintenance Operative (Plumbing/General Repairs)

Salary:	£25,500 to £27,500 per annum
Location:	London – Bedford Square
Department:	Estates & Facilities
Reporting to:	Maintenance Supervisor
Starting Date:	As soon as possible
Contract Type:	Permanent
Hours of work:	Full-time; 35 hours Monday to Friday, 8am-4pm Occasional working on Saturdays is required

Role Overview

- To ensure that the school buildings are kept clean and well maintained at all times.
- To be responsible for the overall security and safety of the AA buildings.
- To assist with the overall scheme management, maintenance, security and safety.
- To work as a member of the Facilities team undertaking repair and maintenance tasks both internally and externally at all AA buildings.

Main Responsibilities

Repairs and Maintenance:

- To undertake, together with members of the Estates & Facilities team, various maintenance tasks as scheduled in the maintenance logbook.
- To carry out a wide range of handyperson duties using various skills and paying particular attention to:
 - general plumbing, such as basin/toilet/tap/hot water heater fitting, monitoring for faults
 - leak repairs
 - checking heating / ventilation in all buildings
 - radiator bleeding
 - tiling (walls & floors) and tile replacements
 - drain clearance
 - minor roof repairs
 - plastering
 - rendering
 - screeding
 - small carpet repairs
 - plant watering
- other maintenance duties as per daily schedule

- To be responsible and to ensure that all building systems are in good working condition.
- If necessary, to assist in planned maintenance programmes and projects as per schedule.

Operational Housekeeping and Room Setting:

- To monitor housekeeping (such as keeping fire exits clear) and cleaning standards and ensure that any shortfalls are rectified, and re-occurrence addressed.
- To ensure that the room set-ups are efficient and delivered in a timely manner.
- To ensure that a daily handover is taking place with specific tasks and targets to the Maintenance Supervisor/Deputy Facilities & Projects Manager.
- To ensure prompt dispersion of deliveries and collection items within the AA throughout the buildings, if needed.
- In conjunction with the Estates & Facilities team members, to be responsible in ensuring that all storerooms and all other relevant areas are tidy, safe to use or enter and clean at all times.

Health & Safety:

- To represent the department as the point of contact for Health and Safety and work closely together with the Maintenance Supervisor and the Deputy Facilities & Projects Manager to ensure that procedures are implemented and maintained to the correct standard at all times.
- To ensure that the safety of all staff, students and visitors to the AA remains of paramount importance at all times.
- To support and assist the Maintenance Supervisor and Deputy Facilities & Projects Manager in carrying out any risk assessments relevant to the department: Fire, Building and COSHH.
- To ensure that the use of Health & Safety signage is observed at all times.
- To take part in any health and safety training within the AA in relation to specific areas such as fire safety, COSHH, manual handling, safety in the workplace practices etc.

Personnel:

- To ensure an effective delegation of tasks to the contracted student assistants when necessary.

Finance and Cost Control:

- To comply with the school purchasing policies and practices.
- To ensure that all stocks are managed in quantity and quality and secured at all times.

Other Duties:

- To be available for staff meetings and the school events, when necessary.

- To be available for occasional weekend work subject to days off in lieu or overtime at the rate in accordance with the school policy.
- To undertake any reasonable requests for ad hoc duties as requested by the Maintenance Supervisor or Deputy Facilities & Projects Manager.
- To be supportive and involved in any on-going project.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.

Person Specification

- Good written and verbal communication; ability to explain technical terms to a non-technical audience.
- Attention to detail.
- A positive and enthusiastic outlook.
- Organised and planned approach to work.
- Flexible and capable of responding to varying workloads.
- Able to analyse and present basic data in comprehensive format.
- Numerical skills.
- A working knowledge of health & safety requirements and responsibilities.

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.