# FURTHER PARTICULARS

**Maintenance Technician**

**Job Title:** Maintenance Technician  
**Department:** Maintenance Services  
**Contract type:** Permanent, full time, 40 hours per week  
**Responsible to:** Maintenance Manager / Clerk of Works

Merton College is one of the oldest Colleges in the University of Oxford. It was founded in 1264 and marked its 750\textsuperscript{th} anniversary in 2014. It is a self-governing institution and a registered charity in which the ultimate authority for all decision rests with the Warden and Fellows who are its trustees and form the Governing Body. Merton has approx. 660 students, with approximately 300 undergraduates and the remainder graduates.

Merton’s accommodation comprises of historical buildings as well as more modern facilities. Throughout its long history, the college has sought to maintain and develop its buildings for the purposes of furthering its academic pursuits - the maintenance department is therefore an important function in support of this activity.

**Maintenance Team**

The Maintenance Team consists of the Clerk of Works, the Maintenance Manager, and three Maintenance Technicians. The team play a key role in repairing, maintaining and improving the wide and diverse range of college buildings, facilities and infrastructure – some of which are of historic significance. The culture within the department is professional, helpful, friendly, collaborative, and service oriented.

The Maintenance Manager reports to the Clerk of Works who is responsible for maintaining and refurbishing College buildings, services and equipment on its main site and surrounding properties within Oxford.

The Maintenance Team are based in a workshop on the Merton Street site of the College, in the centre of Oxford.

**Main Purpose of the Role**

Reporting to the Maintenance Manager, this is a technical support position which offers the opportunity to work within a small in-house maintenance team. This position will ideally suit a person who has a broader skillset encompassing all aspects of general buildings maintenance.

On a day-to-day basis, the post holder will work directly with members of the maintenance team, other college staff and a variety of specialist suppliers and sub-contractors. More generally the department provides maintenance support to buildings
and facilities that are occupied by Fellows, tutors, staff, students and tenants, with whom the post holder will have regular contact during the course of their duties.

The workload of the maintenance department is both varied and diverse, it can range from changing a tap washer through to extensive refurbishment projects. This can at times be demanding and will require sound technical judgement, good personal organisation and a high degree of flexibility; an ability to work to deadlines is also important.

The duties of the post are set out as they are envisaged at present and it will be important for the person appointed to be flexible and adaptable.

**Key Tasks and Responsibilities**

- Undertaking emergency, re-active and pro-active maintenance work to all College buildings.
- Work as part of the Maintenance Team to ensure a high standard of site maintenance and safety.
- Basic electrical work (changing lamps, tubes, starters).
- Basic plumbing work (unblocking toilets, tap repairs/replacements, syphon changes, water temperature checks and flushing of low used outlets).
- Basic joinery work (fit/repair doors, hinges, adjust closures, locks and window furniture).
- Decorating.
- Clearing gutters, drains, gullies and downpipes.
- Regularly checking the electronic maintenance system and ensuring all reported maintenance faults/requests are quickly responded to.
- Assist other team members or contractors in completing diagnostic and remedial work and referring any issues to the Maintenance Manager as appropriate.
- Assisting with the efficient disposal of hazardous waste materials including paint products, lamps and tubes in accordance with current legislation.
- Working within Health and Safety legislation, reporting any breaches or concerns immediately to a member of the management team.
- Assisting with the identification of potentially energy saving initiatives and liaising with the Maintenance Manager before implementing them.
- Ensuring all work is carried out in compliance with all applicable procedures, safe working practices and statutory requirements.
- Liaise with the Fellows, tutors, students, staff and visitors in a helpful and courteous manner at all times.
- Wearing appropriate Personal Protective Equipment and ensuring the health, safety and welfare of staff, students, visitors, tutors, Fellows and contractors is not compromised.
- Completion and maintenance of associated records and documents.
- Undertaking a range of associated but non-specific tasks as required.
- Undertake the necessary training and attend refresher courses as and when required in order to be able to fulfil the duties of the post.
- Assist with keeping the workshop and College areas clean and maintained to a standard that is compliant with current safety regulations and the College’s Health and Safety Policy.
The Maintenance Technician will be expected to work in areas in height, in plant rooms and areas where access is restricted. Work will be indoors or outdoors at any time of the year.

**Person Specification:**

**Essential**
- Relevant trade qualifications such as City and Guilds, NVQ certificate or equivalent knowledge and experience.
- Able to demonstrate a wide skill set in all aspects of building maintenance including fault-finding, diagnostic activities and remedial works.
- Experience of using power equipment, able to negotiate staircases, carry reasonable loads unassisted and work at height using ladders and tower scaffolding.
- Proven record of providing customer service.
- Able to read, understand and work from drawings and technical specifications.
- Take pride in their work and be able to plan and undertake work to a high standard, with a proven working knowledge of current industry best practice.
- Excellent interpersonal and communication skills.
- A flexible “hands-on” approach in working hours and duties undertaken.
- Good attention to detail and accuracy in all matters – able to follow instruction and follow work through to completion.
- Flexibility, initiative and a willingness to accept responsibility.
- Ability to manage a variety of tasks at the same time, to organise and prioritise their work and cope with unpredictable volumes of work and busy periods.
- A good team player who will contribute to the efforts of the department and is able to work well with others or on their own.
- Hold a full, valid driving license.
- Able to and willing to drive the College vehicle.
- Applicants must be eligible to work in the UK (information to confirm status will be requested at interview).

**Desirable**
- Able to use Microsoft Office packages such as Outlook, Word and Excel.
- First aid trained or be willing to train towards this qualification.
- A clear understanding of the sensitivities and considerations of working with historic buildings and within a collegiate environment.
- Experience, ability and understanding of monitoring plant status and interpreting alarms etc.

**Salary and Benefits**
- The salary range for this role is between £25,725 to £28,350 per annum, depending upon skills and experience.
- Working a 40-hour week (exclusive of lunch breaks), normally over 5 days a week, Monday to Friday 8am to 5pm. Times of work will vary in accordance with operational requirements and you will therefore be required to be flexible, including working some evenings, weekends and public holidays. Additionally, you will be willing to join the Maintenance On-call Rota where
you may be called out to attend College in an emergency, for which there will be additional remuneration.

- The College seeks to support and encourage staff to help them reach their potential, providing access to appropriate courses and training whenever possible - the line manager will regularly review progress.
- In addition to the normal English bank and public holidays you will be entitled to 30 days holiday. The ability to take holidays will be limited during term time.
- Benefits include membership of the University of Oxford Staff Pension Scheme (OSPS), private medical insurance, free uniform and meal in College when on duty and if spaces are available, car parking.

Application Process

Those wishing to apply for this post should complete the online application at http://www.merton.ox.ac.uk/about-merton/vacancies and upload the following documents:

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- A CV

Candidates are encouraged to complete the Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s equality policy which is published at http://www.merton.ox.ac.uk/aboutmerton/collegepolicies.shtml

The position may be discussed further please, e-mail: vacancies@merton.ox.ac.uk

Closing date is 9am on Friday 18 August 2023.

Applications will be reviewed on an ongoing basis and shortlisted candidates invited to attend an interview. We reserve the right to close the vacancy early should a suitable candidate be appointed. Early application is encouraged.

The policy and practice of Merton College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Merton College is an equal opportunities employer