

## **BURTON CONSTABLE HALL & GROUNDS**

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<b>JOB TITLE:</b>	<b>Maintenance Technician (Building Fabric)</b>
<b>RESPONSIBLE FOR:</b>	<b>Maintenance Volunteers</b>
<b>RESPONSIBLE TO:</b>	<b>The Director/Maintenance Manager</b>
<b>HOURS:</b>	<b>37.5 per week + evening &amp; weekend standby duty on a rota basis</b>
<b>SALARY:</b>	<b>£28,000 (+ £5,418 standby allowance) per annum, contributory pension scheme + accommodation on site</b>

### **JOB PURPOSE**

- The Maintenance Technician is responsible for the day-to-day care and maintenance of all the Buildings at Burton Constable Hall and Grounds to ensure they are well looked-after, well maintained and compliant. Many of the buildings and structures are listed.
- Burton Constable is situated in a rural location, operating with a biomass heating system and oil, with no mains gas. Hot water and heating services require consistency in operation.
- To carry out security duties on site, including out of hours callouts.

### **RESPONSIBILITIES**

#### **Buildings maintenance, repairs, services and events**

- Responsible for inspecting the buildings on site and carrying out minor reactive and proactive maintenance and responding to work requests.
- Responsible for reactive and proactive maintenance of plumbing, heating (including the two biomass boilers) and electrical installations on site.
- Carry out minor repairs to the fabric and interiors within abilities. Must be skilled in the use of hand tools and power tools.
- Assist with setting up and taking down of furniture and equipment for events in the Hall and Grounds.
- Assist with setting up and taking down external events and assisting on event days.

#### **Collections**

- To assist the Curatorial team moving furniture, hanging & taking down pictures, lifting carpets, installing exhibitions, etc.

## Health & Safety and Security

- Responsible for alarm systems and general security, including liaising with the alarm companies who provide the intruder and fire alarms.
- Implement the recommendations of the annual audits of Health and Safety, Fire Safety and the DSEAR risk assessment.
- Complete the daily/weekly/monthly inspections required to ensure that Burton Constable is operating as it should.
- To be responsible (along with the Grounds and Parkland Technician) for carrying out security duties including gate opening and closing, monitoring alarm systems and performing emergency standby with mobile telephone and radio pager.
- To be responsible (along with the Grounds and Parkland Technician) for answering alarm calls, supporting fire and police crews, alarm engineers etc.
- To be responsible (along with the Grounds and Parkland Technician) for carrying out a duty manager role on weekends. As the most senior member of staff on site at weekends you will support the front of house staff on duty and respond to any emergency situations.
- To hold a current First Aid at Work Certificate and provide a first aid service for staff and visitors.

## General

- The Maintenance Technician is required to live in Hatfield Cottage (unless already living within 5 miles of Burton Constable Hall) and share 24-hour call-out/standby responsibilities.
- The Maintenance Technician is required to hold a full clean driving licence.
- Besides the specific responsibilities listed below, the Maintenance Technician is also expected to carry out other duties within their realm of competence and to assist other staff as required.

## KEY CHALLENGES

- Adaptable and flexible in attitude and working patterns.

## KNOWLEDGE AND EXPERIENCE REQUIRED FOR SATISFACTORY PERFORMANCE

- Experience of basic maintenance and use of hand tools and power tools.
- Good experience of broad compliance and risk management, including knowledge of Health & Safety, CDM regulations, Emergency procedures and Fire & Security procedures
- Good people and customer service skills
- Experience of managing contractors