

Job Description

Job Title	Senior Maintenance Operative
Department	Facilities Team
Reporting to	Facilities Manager
Hours	35 hours per week; weekend cover required on a rota basis Part-time hours will be considered
Contract	Permanent

Summary

The Senior Maintenance Operative works as part of the Facilities team to ensure the safety, security and functionality of the Museum's buildings, plant, and assets.

They deliver both planned and reactive maintenance to ensure the fabric of the Museum building, plant equipment and exhibits are in good working order.

This role is based at the National Maritime Museum Cornwall, Falmouth but there is a requirement to work at other NMMC sites, including our off-site storage area at Ponsharden and to carry out contractual work at Penlee House Gallery and Museum, Penzance.

Key responsibilities:

Facilities/Maintenance:

- Undertake planned and reactive repairs and maintenance operations to the Museum building, exhibits and other structures on the Museum sites, which will require a good basic knowledge of all general maintenance skills
- Carry-out a schedule of compliance servicing, testing, and inspections at the Museum and our off-site storage area at Ponsharden
- Maintain and develop the planned preventive maintenance (PPM) system ensuring checks and repairs are carried out competently and in a timely manner by the Facilities team or contractors
- Provide maintenance support for all Museum projects and other departments, which includes the timely completion of the exhibitions programme; assist with the take down and installation of new exhibitions
- Assist with the monitoring and maintaining of the BEMS (Building Energy Management System)

- Maintain accurate and timely record keeping of facilities documents, which include the building logbook, facilities task board, pest management surveys, Fire Safety, and water service logbooks
- Assist with solving building and maintenance related problems
- Provide maintenance cover for the off-site contract at Penlee House Gallery and Museum, Penzance, as and when required according to a rota
- Assist with the development and communication of Policies and Procedures as relevant to Facilities Management
- Provide out of hours emergency cover on a rota basis
- Maintain a flexible, friendly, and helpful attitude with visitors, staff, and volunteers
- Always demonstrate a professional and flexible approach

Health and Safety, Building and Security:

- Maintain, care, and operate tools, equipment, and plant in compliance with Health and Safety legislation
- Ensure that all Health and Safety standards are maintained throughout the Museum and surrounding site liaising with the relevant members of staff
- Working with the Facilities Manager to manage Health and Safety compliance, ensuring risk assessments and method statements (RAMS) are accurately completed and kept up to date
- Working with the Facilities Manager to ensure all health and safety records are maintained accurately and in a timely manner
- Assist in co-ordinating lift recovery and fire protection programmes, including evacuation drills
- Monitor and utilise the Building Security Systems and water services
- Advise staff on building security and procedures

Contract Management:

- Assist with the management of service agreements with contractors relating to premises management, Health and Safety, and building operation

General:

- Carry out evacuation responsibilities in an emergency
- Carry out any other tasks that may be assigned to you in line with this role.

Competencies

Essential

- Experience and understanding of buildings and facilities management, including Health and Safety knowledge
- Proven competent practical skills; basic electrics, carpentry, and plumbing
- Working knowledge of plant machinery
- Good understanding of the requirements of Health and Safety legislation
- Ability to manage the day-to-day and to handle the unexpected
- Experience working with the public and having a customer centric approach to completing repairs in a busy environment
- Excellent interpersonal skills with proven ability to work collaboratively
- Ability to work at height and use mobile access equipment
- Positive 'can do' attitude and willingness to support others when needed
- Level of physical fitness which will allow for manual work
- Excellent attention to detail and the ability to work accurately under pressure
- Good IT skills, literacy and numeracy to maintain records
- Willingness to undertake training such as Mobile Elevated Work Platform, First Aid, Health and Safety, ACOP L8, Passenger Lift Recovery, Fire Warden training and Evac-Chair training
- Flexible approach to working hours – ability to work weekends and bank holidays as part of a rota, and the occasional evenings as and when required
- Full clean driving licence

Desirable

- Recognised trade qualification (NVQ, City and Guilds)
- Health and Safety qualification/training; ISOH Managing Health and Safety
- Experience and understanding of TMV's, emergency lighting, fire doors, statutory compliance testing such as legionella
- Knowledge of building and security management systems
- First Aid qualification
- Experience of working in the heritage sector or visitor attractions
- Ability to learn and adopt to new complex tasks

Hours

- 35 hours per week, including weekends on a rota basis
- Part-time hours will be considered
- There will be a requirement to work weekends, bank holidays and the occasional evening

Salary

- £11.40 per hour (FTE £20,748)