



Linacre College

Maintenance Technician: Job Description

Department: Maintenance Department

Salary range: £31,459- £33, 137 per year (pro-rata for part time appointments) inclusive of an Oxford University Weighting of £1500 per year

Hours: Full time (40 hours a week)

The successful candidate must be prepared to join the on-call rota team working typically 1 week in 4/5. An enhanced rate of pay is awarded to cover on-call time and call-outs

Nature of Contract: Permanent

Reporting to: Head of Maintenance

Vacancy reference: MT112024

Additional information: This role contains duties that will require the successful candidate to have a basic DBS check.

About Linacre College

Linacre College was established by the University in 1962 to provide a home for graduate students coming to Oxford to read for postgraduate degrees. The College accepts students for all full-time and many part-time post-graduate qualifications offered by the University. There are currently over 700 graduate students at Linacre, with approximately 350 studying for doctorates and the remainder taking post-graduate taught courses. More than 70% of Linacre students are from outside the UK, representing over 80 different countries and most have not studied in Oxford or the UK before.

Linacre is a friendly and informal community that offers a mature environment suitable for post-graduate study. It has a single Common Room, shared by Fellows, staff and student members alike. The College currently has over 50 Governing Body Fellows. Most of these are Professors, Associate Professors and Lecturers in a wide range of subjects. Students are attracted to Linacre by its multi-disciplinary and international character, and by the fact that it is strongly committed to reducing its impact on the environment.

Linacre College welcomes diversity amongst its students, staff and visitors, recognising the contributions to the achievement of the College's mission that can be made by people from a wide range of backgrounds and experiences. The College is committed to the principle of equality of opportunity in the conduct of the recruitment and selection process for all advertised posts.

About The role

As our Maintenance Technician you will ensure that all buildings, properties and gardens are maintained to the highest standard. You will also maintain and keep in good working order all mechanical, heating and hot water services and ensure that all facilities function as effectively as possible and remain a safe place for our membership and community to use.

Critical Relationships: Head of Maintenance and Maintenance Team, Accommodation and Housekeeping Teams, Kitchen Team, Reception Staff and Hospitality Teams.

Flexible working

As this role is to maintain our buildings and grounds working from home will not be possible. You will need to be able to travel independently from the main College site to houses by bike (about a 2-mile radius) or in the College van. A condition of continued employment is the retention of a UK driving license.

Main Duties

- **Responsive Maintenance:** Under the direction of the Head of Maintenance or Maintenance Supervisor as well as acting independently where required, you will respond to maintenance issues raised by students and staff. Plan your work in an efficient way and prioritise tasks appropriately. Typical jobs include plumbing repairs to heating and hot and cold-water systems, basic carpentry to failed doors, windows or furniture, replacement of faulty white goods and appliances, clearing blocked drains or showers.
- **Planned Maintenance:** You will participate in, and lead where appropriate, small upgrade projects to the College buildings and accommodation. Tasks that you will complete may include small plumbing upgrades/modifications, building stud partition walls and fitting new doors, room redecoration work or kitchen fitting.
- **Routine Activity:** You will undertake routine work such as meter readings, top up/monitoring of water softener equipment, changing extraction filters, Fire Alarm testing and checking lifts and elevators. Support the Head of Maintenance with keeping up to date records of maintenance work completed in these areas.
- **Grounds Maintenance:** You will also undertake appropriate seasonal grounds maintenance such as lawn mowing, hedge trimming, weeding as required at the main College site and the off-site houses around the city.
- **Health and Safety:** All work carried out with due regard to College Health and Safety processes and risk assessments
- You will be expected to carry out such other duties as the College may from time-to-time request, commensurate with the grade and responsibilities of the post. The duties may be varied from time to time without changing the essential nature of the post.

Selection criteria

Essential selection criteria

- Good all-round general knowledge of building maintenance related activities and practical experience in carrying out this type of work
- Good understanding of Health and Safety legislation relevant to this position.
- Physically fit enough to meet the demands of the job.

Desirable selection criteria

- Plumbing experience and knowledge of commercial and domestic heating and hot water systems.
- Good general handyman and caretaking skills.
- Garden maintenance experience.
- Relevant H&S or First Aid training (job specific training can be provided).

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration

so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Lone Working
- Work in hot or cold environments
- Driving on College business
- Regular manual handling
- Work with allergens, E.g., pollen, dust, or insects etc.

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check due to having access to student accommodation and sensitive areas and lone working.

Important information for candidates

How to apply

Applications are made on the College website www.linacre.ox.ac.uk/vacancies if you need an alternative format for accessibility reasons, please contact the HR Officer at hr@linacre.ox.ac.uk

The selection criteria section you may copy and paste a covering letter or supporting statement this section must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV. Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the College, please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

For any questions about the role, please email the HR Officer quoting the vacancy reference: MT112024

Benefits and Conditions of working at Linacre College:

- The post will be offered within the following range 31,459- £33, 137 per year (pro-rata for part time appointments) including an Oxford Weighting of £1500 per year.
- The appointment will be subject to a probationary period of six months.
- There is an annual leave entitlement of 38 working days, which includes the 8 statutory public holidays.
- Lunch when on duty and when the College kitchen is operational is provided free of charge.
- All staff are members of the College Common Room and have access to College sport and recreation facilities.