JOB DESCRIPTION

POST TITLE: Builder
DEPARTMENT: Estates
SUB-DEPARTMENT Maintenance Operations – Building Fabric
POST RESPONSIBLE TO: Building Fabric Supervisor

Job Purpose:

Based within the Building Fabric team, the Builder role works flexibly across the Maintenance function to provide reactive and planned maintenance support; including statutory testing and basic repairs to building fabric. This may include walls, plastering, paving and road repairs, fencing, and street furniture. The Builder also assists the Building Fabric team in the general execution of their duties as required.

Duties and Responsibilities:

Technical

Respond to individual job requests via the job notification system, ensuring each job is resolved safely, efficiently and to the required standard within target SLAs.

Provide a planned maintenance and reactive remedial work service, assisting other trades where necessary to keep essential facilities open and usable, and ensuring compliance with statutory testing and inspections, including:

- Reactive response to requests for emergency and general requests such as dangerous loose tiles, uneven and dangerous areas of paving, collapsed and dangerous inspection chamber lids, structural assessment of building fabric and escalation of works, unblocking of drains and road gullies.
- Complete general brickwork for new builds and repairs, involving setting out and transferring levels.
- Carrying out major plastering projects and repair work to walls, ceilings and coving.
- Renewal of defective wall and floor tiles.
- Replacing bollards and barriers including excavations and concreting.
- Repair and maintenance of underground drainage system including unblocking drains, replacing pipe to existing falls and new pipe runs, setting falls in accordance with building regulations.
- Painting and decorating tasks.
- Sealant repairs to sinks and baths & expansion and weather proofing joints.
- Repair of concrete paving and hard landscape areas to falls and levels.
- Minor roofing and gutter repairs.
Analyse, fault find and make decisions about the feasibility and logistics of the jobs to be undertaken, taking into account how long it will take, the equipment needed and the potential cost liaising with the Supervisor when necessary.

Investigate unidentified problems, including diagnosing problems and suggesting courses of action and/or structural assessments to identify whether the problem can be dealt with or if specialist assistance is required.

Deal appropriately with emergencies.

Provide advice or suggestions in relation to the installation of new products and equipment and participate in the preparation, fabrication and installation of refurbishment, new projects and new work where required.

Comply with all health and safety regulations and University policies and complete risk assessments on work variations. Identify and use the correct PPE.

Ensure the correct permits are in place prior to commencing work.

Identify and assess potential risk to individual tasks and formulate and/or comply with risk assessments and method statements. Complete jobs in a variety of different settings and environments.

Understand and utilise record drawings including asbestos and fire drawings.

**Organisation**

Prioritise own workload and tasks, taking into account where the problem is, the nature of the problem, the number of people affected and the usage of the building. Take into account access times to spaces and arrange access with security when required.

Record resolutions and feedback on problems to work instructions, complete electronic timesheets, service records and other work-related paperwork in priority order.

Maintain the tools and equipment for which the Building Fabric team are responsible.

Calculate and order the correct amount of materials needed for each job using the ordering system.

**Communication**

Liaise with Supervisors, trades colleagues, contractors, Estates and other departmental staff throughout the University to advise and assist with planned and reactive maintenance, causing minimum disruption to University staff and other users.

Provide technical expert advice that ensures the provision of a compliant high quality, safe, efficient and effective service.
General
Drive University vehicles to transport staff, materials and tools around the University estate.

Establish quantities and order equipment and materials needed for particular jobs or tasks and maintain stock items, using the ordering system.

Ensure all works are completed to a high standard and work areas are left clean and tidy on completion.

Comply with all health and safety regulations and University policies.

Carry out manual work, lifting loads up to 25 kg, and work at heights.

Undertake any other duties as from time to time may be required commensurate with the grade of the post.
The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

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<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS</th>
<th>MEASURED BY:</th>
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<tr>
<td>The post holder must be able to demonstrate:</td>
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<td>a) Application Form</td>
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<td>A recognised apprentice background or equivalent training or significant years’ practical working experience is required within the building services industry.</td>
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<td>b) Test/Exercise</td>
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<td>Meet the agreed list of skills and competencies assigned to the job role, or aptitude to successfully complete within first year in role.</td>
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<td>c) Interview</td>
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<td>The ability to organise, plan and prioritise own workload to meet SLAs and work with minimal supervision.</td>
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<td>d) Presentation</td>
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<td>Experience and demonstration of dealing with a high volume of reactive calls and dealing with them in an efficient and effective manner.</td>
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<td>Proven problem-solving ability to assess and resolve problems and use own initiative to investigate and diagnose problems and to escalate to the appropriate level.</td>
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<td>Ability to work as member of a team</td>
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<td>Effective oral communication and customer service skills. Written and basic IT skills to maintain appropriate records.</td>
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<td>Experience of planned preventative maintenance systems.</td>
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<td>Safe use of Hydraulic/Manual lifting platforms</td>
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<td>Safe use and erection of mobile tower scaffolding.</td>
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Date Created/Version: Created Jan 2022 - RD04189
| Safe Entry into Confined spaces using emergency escape breathing apparatus. | E | A & C |
| Awareness of asbestos materials and non-licensed removal works. | E | A & C |
| Up-to-date knowledge and understanding of building regulations. | E | A & C |
| Knowledge of material science to enable correct specification of materials for works, taking into account site specifics. | E | A & C |
| Full, clean UK or EU equivalent driving licence. | D | A |
| City and Guilds/NVQ level 3 or equivalent in a relevant Construction subject | D | A |