

# The Cathedral of St John the Baptist

## JOB DESCRIPTION

# GENERAL MAINTENANCE OPERATIVE

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<b>Main purpose:</b>	This is a key role in the management and operations of the Cathedral campus. Responsible for planned and reactive maintenance in all areas, servicing schedules, liaison with contractors, and supporting the security of the Cathedral.
<b>Reports to:</b>	Cathedral Manager
<b>Key relationships:</b>	Cathedral Manager, Cathedral Dean, Cathedral Secretary, Catering Manager, Cathedral Gardener, Clergy, volunteers
<b>Location:</b>	Norwich, Norfolk
<b>Salary:</b>	£14.05 per hour
<b>Hours:</b>	1x 37.5 hours per week (0.9375 FTE) 7.30am-3.30pm or 10am-6pm 1x 20 hours per week (0.50 FTE) 7.30am-11.30am or 2pm-6pm
<b>Term:</b>	Permanent

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### Key responsibilities:

- Complete a range of pre-planned preventative maintenance and reactive maintenance across the campus to a consistently high standard. Tasks include plumbing, carpentry, property improvements, painting and decorating, Legionella control, monitoring and management, heating systems, security and access systems and portable appliance testing (PAT) and minor electrical work (subject to qualifications).
- Assist the Cathedral Manager in the organisation and undertaking of routine service such as boilers, fire alarms, emergency lighting, kitchen equipment and those other items identified in the maintenance plan.
- Check, clear and sweep the biomass boiler room weekly, reporting any malfunctions to the Cathedral Manager.
- Clear leaves and litter from all paths, checking gullies and surface water drains are free from leaves and function efficiently. Clear weeds growing on paths and car parks and around entrances.
- Ensure paths and access points are clear of trip and slip hazards, including leaves, snow and ice.
- Ensure external waste bins are emptied regularly and that commercial waste bins are put out for collection by contractors. Liaise with waste collection contractors regarding collections.
- Monitor all areas for any lost property and hand in to the Administration Office for recording.
- Set out reserved parking cones for special events and weddings.
- Checking roof conditions and clearing roofs and gutters of debris including leaves and bird guano.

- Oversee contractors on site, including telecoms engineers, gas engineers, electricians, and other contractors.
- Support the security of the campus, monitoring for unwanted behaviour and reporting to the Cathedral Manager or Cathedral Dean any instances. Support the clergy in the locking up procedure whilst on shift.
- To follow all health and safety and fire procedures. Be responsible for personal health and safety, including risk assessments for tasks.
- Working closely with the other maintenance team members to ensure all tasks are undertaken in a timely manner and responsibilities are shared.
- Undertake any other reasonable duties as expected of the role and position.

### **Person Specification:**

#### *Essential*

- Demonstrable experience in general building works such as bricklaying, decorating, plastering and drainage.
- Experience of managing fire and Legionella risk, including risk assessment and control measures.
- Skilled in the use of power tools and common tools.
- Hard-working, motivated, and proactive.
- Positive and professional approach towards people of all ages.
- Experience of working as part of a team.
- Good standard of literacy and numeracy.
- Excellent attention to detail and deadlines.
- Excellent time keeping and ability to juggle multiple tasks.
- A good understanding of health and safety requirements.
- Ability to prioritise and manage a workload efficiently and independently.
- An understanding or willingness to understand the practices of the Catholic Church and the ethos of the Cathedral.

#### *Desirable*

- Experience of working with volunteers.
- NVQ Level 2 or equivalent in Plumbing and Heating, and Carpentry and Joinery.
- Experience with precision measuring instruments or electronic testing devices (PAT).
- Experience and knowledge of CDM Regulations and Building Safety Act 2022.
- Knowledge of COSHH.