



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Maintenance Assistant, Facilities Directorate**



**Salary: Grade 3 (£17,682 – £19,133 p.a.)**

**Reference: FDEST1162**

**Closing date: 16<sup>th</sup> February 2020**

## **Maintenance Assistant**

### **Grounds and Gardens, Estate Services, Facilities Directorate**

**Do you have experience of working within a grounds or external maintenance environment? Are you able to build and maintain effective working relationships?**

You will have experience of working in a grounds or external maintenance environment. You will possess good communication and interpersonal skills. Joining a busy and growing team you will be a key part of a team making sure that the external estate is attractive, well maintained and reflects well on the University. Your team contributes to the University by undertaking varied support activities including deliveries, office relocations, external maintenance activities and supporting the set up of events across the diverse University estate.

You will be able to undertake significant levels of manual handling and be able to work outdoors in all weather conditions. An interest in horticulture would be an advantage however full training will be provided.

Grounds and Gardens staff are required to provide a flexible service, working as necessary to meet the needs of the business, this would normally equate to a 35 hour working week, 5 days over 7. Your normal working times will be 8:00am to 3:30pm Monday to Friday; however flexibility is particularly required due to seasonal variations, customer requirements and University events e.g. open days, large conferences and degree ceremonies.

### **What does the role entail?**

As a Maintenance Assistant your main duties will include;

- Carrying out a full range of varied maintenance and support activities including internal deliveries, office relocations, external maintenance and setting up events;
- Maintaining the external estate which includes litter picking, hand weeding and leaf collection from lawns, flower beds and hard surfaces;
- Watering internal and external plants as required;





- Providing a gritting and snow clearing service seasonally as required;
- Undertaking hard surface and drainage planned preventative maintenance;
- Working as part of a team to complete a range of maintenance activities as required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Maintenance Assistant you will have;

- A full current driving licence and the ability to drive vehicles in a safe manner;
- Recent experience of working within a facilities support or grounds maintenance environment;
- The ability to use a variety of grounds maintenance equipment;
- Excellent interpersonal skills with the ability to build, maintain, and develop, effective working relationships within the team;
- An ability to use systems to record work activities;
- The physical ability to undertake significant levels of manual handling and ability to work outdoors in all weather conditions;
- A flexible approach to all tasks, and the ability to attend essential out of hours work related activities, as and when required.

You may also have:

- An interest or professional qualification in horticulture;
- NVQ level 2 or equivalent in grounds maintenance or equivalent;
- Pesticide application qualifications PA1 and PA6A;
- Awareness of basic mechanisms in relation to mowing machines.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the **<closing date>**.



## Contact information

To explore the post further or for any queries you may have, please contact:

### **Paul Taras, Maintenance Coordinator**

Tel: +44 (0)113 343 5945

Email: [p.a.taras@leeds.ac.uk](mailto:p.a.taras@leeds.ac.uk)

## Additional information

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

