



## Maintenance Assistant

### Role Profile

**Job Title:** Maintenance Assistant

**Benefits:** Pension at 5%, pro rata of 32 days annual leave inc Bank Holidays

**Hours:** 40 hours per week (5 days out of 7) including weekends

**Location:** Marwell Wildlife

**Reports to:** Maintenance Works Manager

**Management:** None

### Role Purpose and Role Dimensions:

- Assist Maintenance department in their day to day operations and provide support to other trades as necessary
- Carry out checks and inspections and make minor repairs as required
- Complete some basic Maintenance duties and assist with delivering materials and supplies around the park
- Liaison with contractors and suppliers
- Play an active part in contributing to the departments PPM (Planned Preventive Maintenance) schedule
- To follow a planned schedule of works as set out by the Maintenance Works Manager
- Ensure outstanding Guest service is delivered at all times

**Financial Dimensions:** Not applicable

### Key Internal Contacts

- Maintenance department staff
- Other Marwell employees
- Marwell Wildlife guests

### Key External Contacts

- External contractors
- Suppliers

## The Role

- To liaise with other trades within the maintenance team and provide support and practical help as required
- Assist with setting up and taking down of scaffold towers and platforms.
- Setting up of work areas that will include Heras fence installation and crowd control barriers.
- Minor groundworks including the digging of holes and trenches, clearing of drains and gullies and the clearing of guttering.
- Contribute to the departmental PPM (planned preventive maintenance) schedule as set out by the Maintenance Works Manager.
- Assist with the general cleanliness of the department including Mess room and yard.
- Collection of deliveries, unpacking parcels and topping up stores and supplies.
- Liaise with external contractors and escort them in and out of the park to and from their work site.
- Physical ability to carry out the required tasks in a variety of weather conditions and over varied terrain, while also walking over long distances on a daily basis.
- Possess the ability to carry out work using steps, ladders and scaffolds and towers as required.
- To provide emergency maintenance cover for the park on weekends and bank holidays
- To pay close attention to security measures to ensure these are maintained at all times
- Adhere to health & safety policies, procedures and risk assessments.
- Identify with and contribute to Marwell Wildlife brand values, mission and charitable objectives.
- To carry out any works requests as issued by the Maintenance Works Manager

## The Candidate

### Qualifications & Experience

#### Essential

- Basic understanding of health and safety requirements
- Full driving licence valid for the UK – due to the use of park vehicles

#### Desirable

- Previous employment in a similar position
- Skills and experience in general building trades - Carpentry / Plumbing / Painting.
- Experience of using hand and power tools
- Experience and certification for small plant equipment use.
- Experience and certification for erecting of scaffold towers (Pasma)
- Some basic IT skills would be an advantage

#### Attributes

- Ability to work at heights and in differing conditions
- Ability to climb, lift, balance, stoop and handle materials and equipment
- Ability to handle, install, position and move materials and equipment
- Ability to observe, receive and obtain information from all relevant sources
- Ability to work to deadlines
- Ability to work under own initiative
- Team working
- Provide relevant feedback and advise on future works as a result of findings
- An understanding of how this role supports the delivery of our charitable outputs