



ROLE PROFILE

Post Title:	Maintenance Technician	
Grade:	LC 4 – LC 5	JE:1286
Location:	HQ / Division	
Responsible to:	HQ Maintenance Supervisor / Divisional Business Support Manager/ Team Leader	

Job Purpose:

Responsible for the provision of first level maintenance and the general upkeep of buildings, plant and equipment as required and the undertaking of ancillary tasks as determined.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Carry out first level maintenance, including maintaining and controlling of stocks of consumables, to mechanical, electrical, plumbing,, joinery, building, groundworks and other items and installations, giving due consideration to all relevant health & safety procedures.

Examples as follows (not exhaustive):

- Plumbing: unblocking drains and sanitary-ware; replacement of ball valves & sanitary ware; make safe leaks.
- Joinery: repairs to ironmongery; easing/repairs to doors, door frames & opening lights, fitting shelves, notice boards, removal of non-structural studded walls, replacement of ceiling tiles, fence repairs.
- Building & Site Maintenance: repairs to pot holes, road & pavement surfaces, re-levelling of flags, pressure washing of hard surfaces, plaster patch repairs, wall and floor tiling, painting and decorating (internal & external).
- Electrical: Portable Appliance Testing, replacement of lamps,

resetting circuit breakers, basic electrical repairs.

- Mechanical: replacement of filters & fan belts; testing of generators, resetting of automatic doors, gates & barriers, emergency release of persons trapped in lifts.
- Undertake and record the results of statutory testing and inspections within the geographic area, including water installations, fire alarms, emergency lighting, portable appliances and access equipment such as ladders and mobile scaffolding. Also ensure all building log books, registers and other relevant information are kept up to date (e.g. service records, asbestos registers, electrical testing and as fitted drawings, etc.).
- Day to day inspection and checking of the operation of plant and equipment including the adjustment of local Building Management Systems (BMS) where appropriate.
- Prompt reporting of defects and breakdowns.
- Routinely inspect all divisional premises to ensure they are kept in a tidy condition with particular emphasis on the public realm, including utility meter reading.
- Undertake basic grounds maintenance, including the sweeping and tidying of external areas; cleaning drains and outlets; litter picking; weeding; leaf clearance; moss removal and other relevant associated tasks.
- Undertake the gritting and snow clearance of external areas in order to maintain clear access, as directed in accordance with the Constabulary policy.
- Supervise contractors and suppliers at all times whilst they are on site and report on performance.
- Liaison with HQ Estates Department and contractors as required.
- Undertake cyclical maintenance work as required (e.g. painting and high level cleaning).
- Routinely inspect all departmentally issued tools & equipment to ensure they are fit for purpose and report any defects promptly.
- Undertake emergency cleaning as required.
- Provide a proactive approach to the maintenance of buildings.
- Carry out general portering duties as required, inc. delivery of parcels; collection and segregation of waste and moving of furniture, equipment and other items.
- Provide ad hoc support at crime scenes and other major incidents and events, including the setting up and dismantling of various items of

emergency equipment (e.g. lighting and generators), and emergency boarding up and making secure properties, as necessary.

- Work at any location within the Constabulary boundary in the interest of efficiency and effectiveness.
- To undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading of the post.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

Intelligent, creative and informed policing

We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

Integrity	Impartiality
Public Service	Transparency

Qualification

Essential	Desirable	To be identified by
Qualification or equivalent skills, knowledge, competence and experience within a construction/ building services environment or willingness to undertake training		Application Form / Certificate / Interview
Willingness to undertake training in Health & Safety in Control of Contractors, Safe Systems of Work, Permits to Work		Application Form / Certificate
	Training in Control of Contractors, Legionella Testing/Awareness, Asbestos Awareness	Application Form / Interview

Knowledge / Experience

Experience of undertaking first level repairs and maintenance		Application Form / Interview
Experience of working in a building maintenance environment		Application Form / Interview
Experience of working with minimal supervision using own initiative		Application Form / Interview
Experience of investigating problems, developing solutions and taking appropriate timely action to resolve them		Application Form / Interview
Experience of working effectively as part of a team		Application Form / Interview
Experience of using Microsoft Software Applications including Word, Excel, Outlook & PowerPoint.		Application Form
Demonstrate self-motivation and willingness to develop self within role		Interview
The ability to effectively plan, organise and prioritise own		Application Form

work load to meet timescales in rapidly changing circumstances		
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Willingness to take relevant driving assessments as necessary (e.g. trailer towing)		Application Form
To travel on Constabulary business as and when required and may, on occasion, be required to use own vehicle.		Application Form
A flexible and supportive approach to colleagues and willing attitude to working practices, hours and location, which may also necessitate working out of normal hours and/or weekends.		Application Form / Interview
Be physically fit and able to undertake the duties of the role, including manual handling and working at height		Meet the standards for the Risk Assessment Based Medical Examination for this role

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: November 2018

Maintenance Technician

Progression Arrangements

(The following arrangements are all subject to the needs of the post and not the post holder and can be superseded by management if there is a demonstrable link to CPD)

LC4 (bar at SCP13)

On appointment

LC5

- Provide workplace based evidence of the practical application of all LC5 tasks from **each** skill area as shown in the “progression and training matrix”. All tasks must be signed off as completed and satisfactorily by an appropriate technical person from the Estates department.

Exemptions can be claimed against a particular skill area by providing either:

- Proof of completion of a recognised qualification in a relevant trade/profession/skill area

OR

- Extensive experience in a relevant trade/profession/skill area

NOTE: All exemption requests are to be put into a report, which will be assessed by an appropriate technical person from the Estates Department.