

JOB DESCRIPTION

JOB TITLE :	Estates Technician
REPORTS TO :	Estates Manager
DATE JD PREPARED :	20 th June 2010
SALARY:	£20-21-500

1. JOB PURPOSE

To provide a range of support activity to the estates Manager in ensuring that The Hepworth Wakefield building is maintained and operated to the highest standard and is compliant with health & safety requirements and visitor expectations.

2. DIMENSIONS

RESOURCES

- Responsible for use of and caring for a range of tools and equipment
- Supporting multi £M value of systems and technology within the building

3. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

KNOWLEDGE

- Trained in 17th Edition Wiring regs
- Possession of relevant vocational training and qualifications
- Trained in up to date health & safety practice, procedure and requirements
- Specific knowledge of working at height regs and mansafe systems
- IT literate including Microsoft Suite and ideally, BMS software
- First aid trained or prepared to train

SKILLS / ATTRIBUTES

- Self –starting, highly organised and able to work independently of close supervision
- Proficient in multiple building disciplines (and ideally in; electrics, plumbing, metalwork, plant main, joinery or building fabric repairs)
- Well developed written and verbal communications skills
- Able to read and understand technical drawings and diagrams
- Possesing a flexible, reliable and positive approach to supporting operational requirements
- Can build productive and lasting relationships wirth colleagues and external partners
- Able to communicate effectively with technical and non-technical staff
- Numerate, literate and possessing good IT skills
- Confident in working / dealing with contracts / contractors

- Can always be relied upon to have a customer focus and be aware of operational requirements
- A full driving license

EXPERIENCE

- Maintaining electrical and mechanical systems in both reactive and pro-active environments
- Practical experience of using workshop equipment and its safe use.
- Use of Building Management Systems
- Working in a similar (public access building) operating environment, in a similar capacity
- DDA aware and of meeting the needs of a diverse audience

4. KEY RESULT AREAS

1. Ensuring that in-house building test and maintenance regimes are operated in a timely and effective manner and that the gallery is fit for purpose, assisting on-site and contracted staff to deliver effective maintenance and auditing where necessary.
2. Provide a reliable admin support service to the Estates function within the gallery, inc. maintaining records processing transactions with contractors and compiling and using inventories and registers.
3. To operate building systems (e.g. Lutron lighting, air handling, BMS technology) ensuring that the systems are operated in a compliant and effective manner.
4. Ensuring that F o H areas look great and are a credit to the gallery during hours of opening.
5. Liaise with contractors to report and progress chase inspections, repairs and maintenance and defect resolution work..
6. Carry out high level works using scissor lift, mansafe and other equipment for working at height.
7. Assist colleagues in installation work around gallery re-fits and exhibition displays (i.e. with fabrication/ installation of temporary walls, plinths and collections display).
8. To provide elements of AV / IT support across gallery operations as required.
9. Make every effort to help operate the gallery and its services as efficiently as possible, controlling and reducing costs at every opportunity, through energy mgmt, supporting effective tendering and contracts management etc.
10. Deputise where appropriate for the Estates Manager, using good judgement to determine whether and how to act on issues arising or to contact the Estates Manager / Head of Operations for support or advice.
11. Act as a fire marshal, a key holder, as 'Out of Hours response' in case of emergency and as a duty team member during special events and performances (as such occasional evening or weekend work may be required)

5 . COMMUNICATIONS AND WORKING RELATIONSHIPS

OPERATIONAL

- Estates Manager
- Café Manager
- Retail Manager
- Visitor Service Supervisors
- Gallery Assistants
- Operations Management Administrator
- Gallery Manager
- Gallery Technician

MANAGEMENT

- Head of Operations & Business, SMT members.
- Finance Manager

EXTERNAL

- Suppliers
- Consultants (e.g. H&S,)
- Contractors
- Professional contacts and networks