

Job Title: Semi Skilled Maintainer (E&M)

Purpose: General maintenance, up-keep, cleaning and repair tasks on a wide range of Building and Railway infrastructure.



The post has been identified as a Railway Safety Critical Post

Remuneration: RBM 3

1. Principle areas of responsibility

The following list is typical of the duties the post holder will be required to perform. It is not necessarily exhaustive and other duties of a similar type or level may be required from time to time.

- 1.1.1 Repair, maintenance and cleaning activities of a semi-skilled nature on those assets allocated to Maintenance Delivery, including but not limited to; cleaning/clearing; sumps, plant rooms, escalators, lift pits, vehicles. Fire extinguisher maintenance, re-lamping, non-decorative painting, PAT Testing, escorting and assisting Nexus' contractors and similar tasks.
- 1.1.2 To carryout duties of a Semi-Skilled nature in relation to Building Maintenance activities, encompassing various Building Maintenance tasks and assist Skilled Maintainers in carrying out their duties as necessary.
- 1.1.3 Complete all activities in compliance with Nexus' customer service standards, maintenance procedures and relevant industry standards. Record full details of work done.
- 1.1.4 To carry out driving duties and to routinely and regularly check all vehicle log sheets and ensure that procedures are being adhered to correctly.
- 1.1.5 Completion of dynamic task based risk assessments to control site specific safety risks using generic Risk Assessments and guidance in order to control high risk activities i.e. on track, working at height, confined spaces, high voltage, sewage and dirty environments for example.
- 1.1.6 To carryout Lookout / WSC duties if trained in the correct procedures.
- 1.1.7 To promote and maintain good customer relations whilst carrying out duties.
- 1.1.8 The post holder is expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties, which reasonably correspond to the general character of their job and their level of responsibility.
- 1.1.9 Expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities.
- 1.1.10 The post holder will ensure that Nexus's Vision, Values and Behaviours are at the forefront of all that they do.

2. Dimensions

2.1 Communications

- 2.1.1 The post holder will communicate with the general public verbally when dealing with passenger facilities enquiries.
- 2.1.2 The information conveyed will include how long facilities will be unavailable, alternative arrangements, sources of further help and contact information.
- 2.1.3
- 2.1.4

2.2 Initiative & Independence

- 2.2.1 The post holder's activities will be many and varied and the post holder will be required to use their own initiative and work unsupervised for considerable periods of time.

2.3 Resources

- 2.3.1 Operation of specialist Plant, tools and equipment to facilitate such as; cleaning, vegetation clearing, working at height, heavy loads, transportation, and other common tasks.
- 2.3.2 Drives the company vehicle provided identify any defects, comply with the vehicle maintenance and repairs procedures.
- 2.3.3 Follow training, procedures and operational guidelines for the equipment being used.
- 2.3.4 Post Holder has No Budget responsibility

2.4 People

- 2.4.1 No direct responsibility for people other than general awareness and care for colleagues.

2.5 Health & Safety

- 2.5.1 Supervisory responsibility for the compliance of safety regulations. Nexus Safety Policy, Safe Practices, Rules & Regulations and all relevant safety procedures.

- 3. The Holder of this post must have access to required safety publications and personal equipment/PPE.

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EDUCATION	E/D
Relevant qualification in building service industry (1,4)	D
SPECIFIC KNOWLEDGE	
Basic knowledge of health and safety (1,2)	D
CSCS or equivalent safety	D
SKILLS	
Hold a UK current driving licence (1.4)	E
Ability to record detailed and accurate repairs information relating to repair inspections or completed repair jobs (1,2)	D
Experience of working with a range of portable tools, small plant, ladders and equipment to enable duties of the job to be carried out (1,2)	D
Able to use mobile electronic equipment (handhelds). (1,2)	D
Demonstrate effective communication skills (1,2)	D
Able to use mobile electronic equipment (handhelds). (1,2)	D
Railway Experience (1,2)	D
Service Industry Work (1,2)	D
EXPERIENCE	

E Essential Criteria
D Desirable Criteria

Method of Assessment 1 = Application Form 2 = Interview 3 = Test/Presentation 4 = Documentary Evidence 5 = Other