## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Builder</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Estates</td>
</tr>
<tr>
<td>Job type</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Grade:</td>
<td>5</td>
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<tr>
<td>Accountable to:</td>
<td>Maintenance Supervisor - Building</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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</tbody>
</table>

### Purpose of the Post

This position is part of the Estates Maintenance Team, which is collectively responsible for the effective delivery of a range of services across campus to enhance the student, staff and visitor experience.

The purpose of the role is to assist Maintenance achieve its operational objectives related to buildings and infrastructure.

### Key Tasks

#### MAIN DUTIES AND RESPONSIBILITIES

1. Carry out inspection, repairs and installations to building structures, hard infrastructure and special installations throughout the various sites of the college. Types of work include repairs to Roofs, brickwork, stone work, steelwork, flooring, tiling, paving, tarmac etc.

2. Supervise and assist contractors complete minor installations and project work.

3. Advise Maintenance on the causes of building problems and faults with building structures and carryout recommend repairs to correct problems.

4. Have a strong customer focus at all times and seek to complete all work in a timely manner, meeting and where possible exceeding customer expectations.

5. Communication with customers on work progress until work completion.

6. Ensure that all work is carried out safely without risk to the health and safety of staff, contractors and the public.

7. Use of computer based systems to manage and complete day to day maintenance work.
8. To be able to work to the trade team working pattern which may include working some weekends and evenings.

9. Any other duties which may be reasonably required from time to time, commensurate with the grade.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.