



Job Title: MIANTENANCE TECHNICIAN – MECHANICAL

Location: TECHNICAL SERVICES DEPARTMENT
SHETLAND RECREATIONAL TRUST

HOURS OF WORK

Monday	37 HOURS PER WEEK Monday – Friday One in six week rota will include a stand-by week, incorporating the weekend.
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Salary	£26,004 per annum inclusive.
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Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule.

1. Job Details

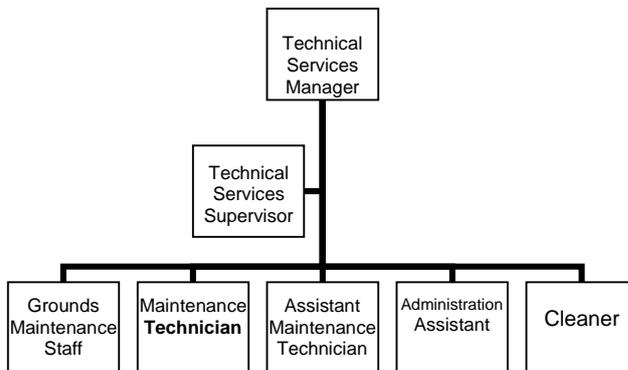
Job Title	Maintenance Technician (Mechanical)
Department	Technical Services Department
Reports to	Technical Services Supervisor
Reporting to Job-holder	No direct reports
Salary Grade	L3

2. Overall Purpose of the Job

- To undertake the role of Maintenance Technician (Mechanical) in all facilities owned and operated by Shetland Recreational Trust.
- Your primary trade skill will be Mechanical.

3. Job Dimensions

Structure:



Budgets Controlled:

Contacts: **Internal** – Technical Services Manager, Technical Services Supervisor, Centre Managers and Staff.

External – Suppliers, Site Contractors.

4. Principal Accountabilities

1. The Maintenance Technician is responsible to the Technical Services Supervisor or Technical Services Manager for installing, repairing, servicing and maintaining various plant, pipework, services and ancillary components in all SRT facilities. The role involves undertaking a wide variety of planned and responsive repairs as well as refurbishment and alteration works; tracing and repairing faults and keeping accurate records of all work undertaken. In addition to your primary trade skill, the maintenance technician will also be expected to perform a variety of semi-skilled cross trade work.
2. Common Tasks for a Maintenance Technician (Mechanical)
 - Respond to emergency breakdowns / plant failures;
 - Trace and repair plant / equipment defects and identify appropriate measures to make effective repairs;
 - Travelling to buildings over a wide geographical area within Shetland and accessing all parts of the buildings when necessary, which may involve working at height and accessing confined spaces / voids;
 - Carrying out basic risk assessments of operations and putting in place appropriate control measures to ensure the safety of operatives, building occupiers and the general public;
 - Planning out your workload in conjunction with the planned preventative maintenance schedule, arranging access and accurately recording works done against works ordered;
 - Liaising with Managers and building occupiers to explain the nature of the works being carried out e.g. Timescales, risks, etc.
 - Ensure that all work equipment is used correctly, maintained in good working order and regularly inspected/serviced;
 - Working in occupied properties in a clean, tidy and careful manner and taking appropriate steps to protect property;
 - Assist in the supervision and on-the-job training of apprentices on site to enable them to gain a practical understanding of their primary trade;
 - Contribute to the improvement of operational performance;
3. As well as responsive repairs to any of our leisure centres, the overall scope of the mechanical work will include maintain, repair and install mechanical and control equipment at a variety of locations, all of which shall be upon leisure centre associated equipment. Works may also involve configuring, commissioning, faultfinding, calibrating and testing installations to ensure that equipment function reliably and to specification, making adjustments where necessary and document on site modifications, evaluate and feedback information on installations, equipment, spare holdings, etc. to ensure proactive work can be planned.
4. Perform a diverse range of mechanical related duties and tasks, including responsive repairs, pipework replacement, plant servicing and renewals, while ensuring compliance of all work and applicable codes, standards and regulations.
5. Assist in a range of semi-skilled cross trade activities when necessary, while ensuring compliance of work and applicable codes, standards and regulations.

6. Maintain up to date knowledge and skills in a wide range of maintenance tasks and disciplines to enable a high quality of service to be delivered.
7. To provide on-call cover and response, as part of a rota system, to deal with emergency maintenance situations which occur out with normal working hours.
8. Purchase of spare parts when required within defined expenditure limits.
9. To take part in relevant training courses and development activities as directed by the Trust to maintain and improve knowledge and skills required for the role.
10. To assist with the training and induction of other team members.
11. To follow SRT policies and procedures.
12. Any other duties that may be considered appropriate.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Person Specification

5. Experience / Qualifications

Essential

1. SVQ Level 3 in Mechanical Fitter, Mechanical Engineering, Engineering or time served equivalent.
2. Experience of repair and maintenance works.
3. Have a wide breadth of experience and good background knowledge of engineering, including heating, ventilation and mechanical systems.

Desirable

4. 3 years' experience within a mechanical environment.
5. Experience in hot water boiler operation and / or maintenance.
6. Experience in water treatment and associated equipment.

6. Knowledge / Skills / Abilities

Essential

1. Full and valid driving licence.
2. Good knowledge of Health and Safety Regulations regarding manual handling, use of hazardous chemicals, control of noise regulations and safe operation of machines.
3. Good verbal communication skills for effective teamwork and liaison with staff, customers and the general public.
4. Ability to work without supervision, demonstrating motivation and initiative.

Desirable

5. Ability to use information and communication technology to perform simple processing of familiar data.

7. Personal Qualities / Attributes

Essential

1. Commitment to providing excellent customer service.
2. Smart appearance, polite, friendly and helpful to others.
3. Ability to remain calm and work effectively under pressure.
4. Enthusiastic and hard working.
5. Self-motivated and self-confident, willing to use own initiative.
6. Punctual.
7. Flexible and adaptable for e.g. hours of work, duties, learning new skills, etc.

Desirable

8. None.
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8. Additional Comment

The postholder is supervised by the Technical Services Manager and Technical Services Supervisor, through daily contact by phone or in person. Technicians may be working in various locations in groups of 1-2 or may also undertake specific tasks on their own.

In the course of your duties you may have knowledge of, or access to information that is confidential. It is essential that such information is safeguarded in accordance with General Data Protection Regulation (GDPR); it should not be published or divulged other than to authorised personnel, or used for any unofficial purposes. In cases of doubt about what is confidential or who is authorised, your line manager must be consulted.

Note:

Every job description in SRT will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team / operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

Guidance Notes for Job Applicants

Thank you for your interest in working for Shetland Recreational Trust. An application form and further details relating to the post are enclosed.

For an effective and fair recruitment process we need accurate information from all applicants. We only seek information that is relevant for each vacancy in accordance with employment law, namely the Equality Act 2010, Data Protection Regulations and the Immigration Act 2016.

Pre-employment checks will be undertaken and any offer of employment will be conditional on the outcome of our vetting procedures.

Some of the checks we make are :

- Checking the right to work in the U.K.
- Disclosure Scotland and Criminal Records/Barring checks
- References
- Proof of qualifications

For more information about Shetland Recreational Trust please visit our website at www.srt.org.uk

Job Description and Person Specification

Read the job description carefully and start to think about whether or not you think you can do the job, whether you are interested in it, and why. The person specification is very important. It tells you what we are looking for in terms of skills, knowledge, experience, and personal qualities. This is the most useful document for helping you to complete the application form effectively.

Application Form

Refer to the job description and person specification when starting to complete the application form. It may be useful to write out the form in draft to avoid mistakes or repetitions, then write out the actual form.

Make sure that you clearly show how you meet the essential requirements of the person specification and include all the information you wish us to know. You will only be shortlisted for interview if you provide information to show you meet these requirements.

Do not leave any section of the form blank. Write 'none' or 'not applicable' where you have no information to provide. It is advisable to keep a copy of the completed form for your own reference.

Personal information

We ask for these basic details so that we can contact you. If we are required to telephone you at your current place of work, this will be done with the utmost discretion.

References

When choosing your referees please ensure that they are people who know about your skills and capabilities. One of these should be your present or most recent employer, or a teacher if, you have just left education. If you are unable to give two such names, you may choose someone who knows you in a personal capacity and can tell us about your character, personality and honesty. These should only be provided if no other referees are available, should not be related to you, and you should state how you know this person.

Education/Training

List all qualifications, including any for which you are awaiting results. We may need to assess whether you meet the required qualifications (if any) for the vacancy. Please include any relevant training.

Employment

Clearly show the details requested. When we ask about employment we are equally interested in voluntary work and work experience, either paid or voluntary. Please account for any breaks in employment, for example, as a result of returning to study, travel, unemployment etc.

Suitability and Experience

Give more details of your qualities, skills, experience, education and training. Demonstrate to us why you are a suitable candidate. Remember to make sure that you use the person specification and try to illustrate your skills and experience through examples of your achievements. You do not have to fill the whole space provided. Alternatively, you may wish to use additional pages if necessary, although these should not be excessive.

Special Requirements or Health Checks

Please tell us of any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process. Please contact Support Services to discuss in confidence.

Depending on the duties of the post, we may require new entrants to complete a medical questionnaire. At interview, we may also ask health-related questions, but only to determine if you can carry out an essential function of the job, e.g. swim, lift sports equipment.

Criminal Records checks

If you are successful at interview stage you will be required to obtain either a **Basic Disclosure, a Standard Disclosure or Protecting Vulnerable Adults Scheme membership**. The level of disclosure check depends on the job applied for, and whether it is considered Regulated Work or not exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013). All job offers are therefore conditional at interview stage, and it may take 7 to 14 days for Disclosure or PVG membership details to be confirmed.

Employee Benefits – For Recruitment Purposes - Technical

Leisure Card –

All Shetland Recreational Trust Employees can benefit from a corporate leisure card, offering them free or discounted access to our facilities and also to classes / activities where spaces are available.

This can provide a potential annual saving of £100's against normal subscription charges.

Get more information at: www.srt.org.uk

Company Pension Scheme –

Shetland Recreational Trust Employees have the benefit of an attractive pension scheme and are automatically enrolled into the Local Government Pension Scheme (LGPS) on commencement of their employment.

This is an attractive pension scheme which far exceeds private industry standards, provides many key features, including flexibility in payment amount, security and peace of mind.

Typical contributions are in the region of 6% for the employee and approx. 17% by the employer. Any pension questions, email pensions-finance@shetland.gov.uk, or telephone 01595 744644 for more information.

Working Hours & Annual Leave –

SRT Technical Services Employees work a standard 37 hrs / week, starting at 0800 hrs each day, Monday to Friday. One in six week rota will include a stand-by week, incorporating the weekend

The holiday year runs from 01 January to 31 December each year, during which time employees are entitled to 20 days paid annual leave each year, rising to 25 days per annum after 5 years continuous service.

In addition to this, employees are entitled to 13 days public holiday each year, with the exact dates being set at the start of each year.

Workforce Development –

SRT are committed to workforce development and continuing professional development in all staff. We are committed to growing and developing our own talent and offering opportunities that enable individuals to develop to their full potential.

Staff training and development is considered on an annual basis with each employee.

Work Life Balance & Family Friendly Policies

We have various policies in place to support employees in their work life balance and family commitments, including attractive Holiday entitlement, Family leave guidelines & policies (including Maternity, Shared Parental, Adoption and Parental leave policies) and an attractive sick pay policy.

Workplace transport and Tools -

SRT Technical Services Employees are provided with a vehicle to provide transport between locations and a generous selection of tools to undertake the tasks. There is also a large heated workshop space to undertake pre-fabrication works prior to attending site.

Distant Islands Allowance –

An allowance is applied in addition to the hourly rate (pro-rata), in line with the guidance received.

Summary of Particulars of Employment

- Summary for:** All Job Applicants
- Place of Work:** You will be allocated a regular place of work however employees may be required to work at an alternative Shetland Recreational Trust venue during their career with us if required
- Hours of Work :** Full time hours are 37 hours exclusive of breaks with working hours as arranged with your manager. Part time hours are offered on a pro rata basis
- Disclosure checks:** You will require a Criminal Records check with Disclosure Scotland; either membership of the Protection of Vulnerable Groups Scheme or Basic or Standard Disclosure. Employment, if offered, will be subject to satisfactory reports.
- Pay:** Your rate of pay is based on the grade for your job description. Where grades have more than one level, placement is normally at the bottom of the grade. Progression takes place annually on the 1st of the month following your 12 month anniversary in post, subject to satisfactory performance.
- In addition to basic salary, a distant island allowance is payable at a nationally agreed rate. Part-time Employees' island allowance will be calculated on a pro-rata basis.
- Payment Method:** Paid monthly, by bank transfer in arrears
- Previous Service:** Previous service with a relevant organisation under the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 as amended will be recognised in accordance with that Order.
- Probationary Period:** Your employment is subject to an initial probationary period of six months during which your performance will be monitored. This probationary period may be extended by the Trust at its discretion. At the end of the probationary period, your performance will be evaluated and the Trust will confirm in writing with you its decision regarding your continued employment.
- Your employment may be terminated on one week's notice given by the Trust at any time during or at the end of your probationary period (including any extensions to the probationary period).

- Annual Holidays:** The Trust's holiday year runs from 1 January to 31 December.
- Employees are entitled to 20 days' paid annual holiday entitlement each year. After 5 years' continuous service with the Trust, the Employee will be entitled to 5 additional annual leave days.
- Part-time Employees will accrue annual holiday entitlement on a pro-rata basis.
- Public Holidays:** Employees are entitled to 13 days' public holidays each year. Employees will be informed of the relevant dates at the start of each holiday year.
- Part-time Employees' public holiday entitlement will be calculated on a pro-rata basis.
- Sick Pay:** If you are absent from work due to sickness or injury and comply with the requirements of the Trust's absence procedure, you will be paid Statutory Sick Pay in accordance with the provisions of the legislation.
- In addition to Statutory Sick Pay, you may also be entitled to receive Trust Sick Pay, provided that all terms and conditions relating to the payment of Trust Sick Pay are adhered to.
- Pension:** Trust employees are automatically brought into the Local Government Pension Scheme (LGPS) on commencement of employment unless they opt out. The Trust has opted out of the state pension scheme and a contracting-out certificate is in force.
- Notice:** You are required to give one month's notice to terminate your employment.
- Diversity:** If you have a disability and need assistance in completing your application form, or if you are shortlisted and have special requirements for the interview, please contact us to discuss your needs.
- Other Benefits:** Free or discounted access to our facilities and also to classes/activities where spaces are available. For casual hours staff, this benefit is removed after 4 months when no hours have been worked.

Please note that this is a summary of Shetland Recreational Trust conditions of employment. If you are successful at interview and offered employment, the specific conditions that apply to you will be detailed in your contract.

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