



JOB DESCRIPTION

TITLE: Site Technician

RESPONSIBLE FOR: Maintaining the building and assisting the Head of Technical and Premises and the House Manager in providing a high standard of service and safety throughout all areas of Z-arts.

RESPONSIBLE TO: Head of Technical and Premises

Manchester's venue for children and families., Z-arts is dedicated to inspiring creativity in generations of young people by delivering a broad range of visual and performing arts events, performances, exhibitions, activities, workshops and participatory opportunities. One of the most versatile cultural buildings in Greater Manchester, Z-arts provides a resource to individuals and groups who hire facilities in the venue and this income makes a strategically important contribution to our turnover.

MAIN AREAS OF RESPONSIBILITY:

- 1) To be the main point of contact for all external contractors working on site (including Manchester City Council)
- 2) To carry out reactive and proactive maintenance to plant, fabric and fittings of facilities on site, in a safe and efficient manner.
- 3) To be part of the Duty Manager rota responsible for opening and/or closing the building and ensuring rooms are set up ready for external hires
- 4) To effectively manage the operation of all internal plant including H&V infrastructure, to ensure the most efficient use of resources and work towards achieving a low-carbon operation
- 5) To liaise with the House Manager to ensure the building is safe, well maintained and welcoming at all times
- 6) To manage a Buildings Consumables budget, and other project budgets as directed.
- 7) Responsible for Health & Safety matters relating to the plant, systems monitoring and operations of the building, including fire panel tests and to be part of the Health and Safety Team
- 8) To produce Risk Assessments and Method Statements for works being carried out on site
- 9) To carry out minor repairs and maintenance which will include minor plumbing, decorating and joinery replacing light bulbs etc.



- 10) Undertake light office equipment/furniture removal and relocation within the building.
- 11) Identifying, reporting, and actioning where appropriate, any building or system faults
- 12) To attend departmental, company and operational meetings as required.
- 13) To work with the entire staff team to support and deliver Z-arts' strategic and creative vision
- 14) To assist Head of Technical and Premises in preparation and planning for Capital infrastructure projects
- 15) To adhere to all Z-arts' policies and procedures
- 16) Any other duties required by the Senior Management Team

GENERAL INFORMATION:

To comply with legislation covering the activities at Z-arts, it is required that all staff undertake training as directed by their line manager. It is also essential that all staff carry out their duties in a safe manner in accordance with current Health and Safety at Work legislation. The requirements of the business are such that a high degree of flexibility is necessary and evening and weekend work may be required.

PERSON SPECIFICATION:

The successful candidate will be able to demonstrate the following:

Essential

- 1) Experience of working in a similar role, undertaking routine maintenance and repairs in a large building
- 2) Up to date knowledge and adherence to current Health and Safety legislation
- 3) Ability to identify and assess building or system faults and ability to plan appropriate courses of action for successful resolution
- 4) Knowledge and experience of producing Risk Assessments, Method Statements and SSWs (safe systems of work)
- 5) Ability to be flexible and work outside of office hours as required
- 6) Proven experience of good record keeping and up-keep of Operational System Checks and PPMs (pre-planned maintenance systems)
- 7) Ability to exercise initiative, work with minimum supervision and take personal responsibility
- 8) Ability to maintain a client approach at all times
- 9) Excellent interpersonal and communication skills



The following attributes would be desirable:

- 1) Any technical qualifications
- 2) Health & Safety qualifications
- 3) First Aid at Work qualification
- 4) Good IT skills
- 5) Experience of working in a creative environment
- 6) Experience of working with young people
- 7) Experience of working with people from culturally diverse backgrounds.
- 8) Experience of working in a large multifunctional venue
- 9) Ability to drive