

# BUXTON OPERA HOUSE & PAVILION ARTS CENTRE

## JOB DESCRIPTION

### PERSON SPECIFICATION

Job Title:	Maintenance Manager
Department:	Operations
Reporting to:	Chief Executive and Head of Operations

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### Position Summary

The Maintenance Manager will work with the CEO and Head of Operations to provide a routine maintenance service at the Opera House, Pavilion Arts Centre (PAC) and the Trust's offices at No5 The Square ensuring that all areas are fully operational.

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## JOB DESCRIPTION

### KEY ROLE RESPONSIBILITIES

- Manage and oversee a comprehensive planned preventative programme, having regard to statutory inspection requirements from our external Health and Safety provider RB Solutions and High Peak Borough Council requirements. To make sure there is compliance with approved Codes of Practice and recognised industry norms and standards. Where appropriate this should maximise the life cycle of plant and equipment.
- Manage and oversee the provision of a reactive maintenance service in accordance with standards set out within service level agreements and within constraints of agreed budgets. This includes the current compliance to Covid secure policies and procedures as laid out in the mobilisation plan set out by RB Solutions, and undertake all required Covid secure training as appropriate as one of the four Covid officers.
- Ensure we are complainant with the environmental strategies and communicate its actions effectively both within the organisation and external stakeholders and contractors.
- Responsible for facilities related contracts for the fabric of the building, waste management, fire safety and cleaning
- To assist the Head of Operations on occasions with the practical implementation of Fire safety, health and safety and emergency practices.
- Ensure the flow of information to other departments is clear, accurate and timely
- To undertake basic carpentry, plumbing, minor painting and decorating within the venues and offices.
- To ensure that all seating in all auditoria is safe and in a constant state of good repair.

- To carry out any other repairs and maintenance which may arise within the venues and offices
- Interact with internal clients on all levels to help resolve building remaster issues and provide answers in a timely manner.
- When required, manage the security of the building for visitors, staff and customers, manage evacuation and health and safety procedures and be the responsible fire person for the building.
- Ensure systems are in place to undertake all necessary statutory maintenance tests, tasks, audits and remedial works for all the buildings.
- To liaise with the CEO and Head of Operations on the engagement and use of outside contractors and to liaise with said contractors as required
- Comply with and uphold the principles of relevant legislation, company policies and procedures. Be an ambassador and advocate for the company and promote the company values and behaviours.
- Uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.
- Take reasonable care of your own Health and Safety and that of others who may be affected by your actions.
- Undertake any additional tasks as may reasonably be required from time-to-time.

The postholder will be required to work across all buildings including The Opera House, Pavilion Arts Centre and the Trust's offices at No5 The Square. It is a requirement of Buxton Opera House that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The post holder will be required to work weekends and evenings from time-to-time for which time off can be taken in lieu. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

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## PERSON SPECIFICATION

**Essential: the successful candidate will meet the majority of these requirements.**

### *Experience*

- Experience of managing and monitoring the planned preventative maintenance (PPM)
- Previous experience in a facilities/estate management capacity.
- Hands-on maintenance issues and problem solving.
- Experience of supervising contractors
- Previous experience of producing and updating risk assessments
- An understanding of large building mechanical and electrical installations.

### *Skills and Knowledge*

- Excellent time and workload management
- Working knowledge of at least **two** of the following skills:
  - Plumbing

- Carpentry
- Electrical
- Decorating
- Welding
- Experience with fault findings and diagnostics
- Confident working at heights
- Clear understanding of Permit to Work systems

### ***Education, Training and Qualifications***

- Suitable and relevant building maintenance training or equivalent
- Understanding of L8 (Water Hygiene)
- Understanding of Health and Safety regulations

### ***Personal Attributes***

- Ability to work quickly under pressure whilst remaining calm
- Excellent verbal communications skills
- Ability to work on own initiative and as part of a team
- Competent organisation and planning skills
- Ability to work to deadlines and manage conflicting priorities
- Commitment to quality

**Desirable: the successful candidate should meet some of these requirements.**

### ***Experience***

- Understanding of security systems

### ***Skills and Knowledge***

- Understanding of COSHH
- Ability to read CAD plans and schematic drawings
- IOSH Working Safely (or equivalent)

### ***Education, Training and Qualifications***

- Mechanical Engineering Qualification
- PASMA/IPAF
- First Aid/AED trained