

**Role Profile: Handyperson**

**Location:** University of Southampton

**Hours:** 40 hours per week

**Salary:** £15 Per Hour

**Benefits:** 23 Days Holiday, Cycle-to-work scheme, Buy/Sell holiday, Childcare scheme, Life Assurance

**Who you report to:** Supervisor

**SUMMARY OF ROLE**

Mountjoy Ltd provide Reactive Maintenance and PPM to buildings in the halls of residence for Southampton University. We deliver a variety of works from general day to day repairs to small and larger projects. We are also responsible for the clients PPM (Planned Preventative Maintenance) Across all the halls of residence.

We are seeking a skilled and reliable Handyperson to join our Maintenance Team. You will be part of a team responsible for carrying out fire door checks in line with SFG20 and a check list supplied by the client.

Duties will be to carry out checks to circa eleven thousand doors within the halls of residence, identifying all remedials works to ensure each individual door is compliant with current regulations. There will also be times when you need to support the day to day reactive repairs, carrying out small task such clearing blockages, a second man and other minor installation works. To be an effective handyperson, you will be skilled and hard-working, with outstanding problem-solving abilities. You will maintain high client satisfaction through delivery of maintenance and repairs services ensuring a controlled and safe environment whilst working effectively and in a timely manner.

This attention to detail and ensuring that we conclude our work, with the right first-time approach in order to maximise and enhance our reputation with our client, is paramount to the success of the contract.

**KEY RESPONSIBILITIES**

* Check that the frame to door leaf gap does not exceed 4 mm (or in line with manufacturer's data sheet) and that the door easily closes. For doors hung in pairs, ensure the gap between door leaves is in line with the manufacturer's data sheet.
* Check that hinges and push bars are correctly lubricated in accordance with the manufacturer's recommendations (where applicable).
* Check that the quantity of hinges is the same quantity to which the door has passed its fire certification (normally at least three).
* Ensure the door to floor covering gap is consistently 10 mm or less when the door is closed. For fire doors that are required to limit the spread of cold smoke, the threshold gap should either be less than 3 mm or it should have a threshold smoke seal fitted.
* Visually inspect intumescent (heat-activated) seals, smoke seals (including brush or fin type) and acoustic seals for signs of wear or deformation and replace as necessary.
* Check that the intumescent seal is continuous and attached to the glass and bead.
* Check for missing seals and replace as necessary.
* Check that smoke seals have not been painted or varnished (intumescent strips may be overpainted in accordance with the manufacturer's recommendations).
* Check that the seals are well attached inside the groove in the frame or door leaf.
* Ensure that any smoke seals and acoustic seals have not been fitted in short sections, for example if localised damage has been repaired by splicing in a short piece of seal. NOTE: This may be acceptable in psychiatric units as an anti-ligature safeguard.
* If the glass has been replaced, check that it is fire-rated glass and the same as the original or as specified in the door manufacturer's data sheet.
* If glazing panels are below 1500 mm from the bottom of the door, check that the glass is also safety glass.
* Ensure door leaves are not structurally damaged or excessively bowed or deformed.
* Ensure hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.
* Inspect door coordinators on double doors. Ensure the coordinators are securely attached and adjusted properly to allow the first leaf (inactive leaf) to close before the second leaf (active leaf). Check this by completely opening both doors and simultaneously releasing them.
* Test the operation of the panic hardware where fitted.
* Check for correct labelling or confirm fire door certification. If this is not available an assessment may be made as to the door's suitability which may be included in the fire risk assessment.
* Ensure the correct sign is associated with the door and secured on both sides of the door unless it is "Fire door keep locked" in which case it would be on one side.
* Check any associated alarms to mimic panel for operation if fitted.
* Must be flexible with changes to fire door checks by industry or at the client’s request.
* Keep the customer/office up to date with progress and plans.
* Maintain tools, plant and equipment in a safe, clean and workable condition.
* Using your PDA maintain accurate records of works undertaken with photographic evidence as necessary, reporting any difficulties encountered to the Service Manager and /or Supervisor.
* Ask your Supervisor for assistance when required.
* Be willing to work out of hours to the requirements of the client and participate on the call out rota.
* To work within the Mountjoy group and assist other contracts as directed by the Contract Manager as and when the business dictates.
* Maintain your company vehicle in a clean and tidy condition at all times and report any defects to the Supervisor in a timely manner.
* Be an inclusive part of the team
* Embrace the Mountjoy ethos of “Integrity, built-in - doing the right thing even when no one is looking”.

**SKILLS REQUIRED**

* A minimum of 2 years’ working experience in a similar role.
* Ability to work with hardware tools and power equipment.
* Extremely organized with good communication skills.
* Detail-orientated with an aptitude for problem-solving.

**QUALIFICATIONS REQUIRED**

* CSCS Card (Desirable)
* Full clean driving licence
* Comfortable working with a PDA

**REQUIRED EXPERIENCE**

* A good understand of working in the Property Maintenance environment.

You will be working as part of a team with a very close knit and engaging group of people who live the ideals set out by Mountjoy. If you feel you can contribute, adding value and want to be part of an exciting venture, where you will be developed if the opportunity arises, please send your CV or register your interest to the HR department at Mountjoy.