

## Maintenance Technician

**Job Title:** Maintenance Technician

**Location:** National Football Museum, Manchester

**Reports to:** Senior Maintenance Supervisor

**Band:** F

**Work Pattern:** 37.5 hours - 5 days of 7 between 7am & 6pm on a rolling rota

### Overall purpose of the post:

The Maintenance Technician will play a crucial role in ensuring the smooth and efficient operation of the National Football Museum's facilities. This includes executing day-to-day reactive maintenance, supporting planned preventative maintenance (PPM) schedules, and assisting with projects as directed by the Senior Maintenance Supervisor. The Maintenance Technician will contribute to providing a safe, welcoming, and functional environment for museum visitors and staff.

### Key Responsibilities:

1. **Reactive Maintenance:**
  - Respond promptly to maintenance requests and facility issues, including repairs to lighting, plumbing, HVAC systems, fixtures, and other equipment.
  - Troubleshoot and resolve issues efficiently to minimize disruptions and downtime within the museum.
2. **Planned Preventative Maintenance (PPM):**
  - Conduct regular, scheduled maintenance activities on building systems, exhibits, and equipment to prevent breakdowns and maintain optimal performance.
  - Document maintenance activities, ensuring all tasks are completed in line with PPM schedules and museum standards.
3. **General Facilities Support:**
  - Assist with setup, installation, and basic repairs of exhibits and displays.
  - Ensure museum facilities are clean, safe, and accessible by regularly inspecting common areas, restrooms, and visitor areas.
  - Monitor and report on inventory levels of maintenance supplies and equipment, and assist with ordering supplies as needed.
4. **Health and Safety Compliance:**

- Follow all health and safety regulations, including appropriate use of personal protective equipment (PPE) and proper handling of tools and materials.
  - Conduct regular safety checks of equipment and facilities, identifying potential hazards and reporting them to the Senior Maintenance Supervisor.
  - Participate in training sessions and emergency procedures as required by museum policies.
- 5. Project Support:**
- Assist with planned facility projects, including installations, upgrades, and repairs, under the direction of the Senior Maintenance Supervisor.
  - Work collaboratively with the Senior Maintenance Supervisor and external contractors as required to ensure successful project completion.
- 6. Record-Keeping and Reporting:**
- Maintain accurate records of completed maintenance tasks, inspections, and repairs.
  - Report maintenance needs, equipment issues, and completed work to the Facilities Manager for planning and tracking purposes.

**Essential Knowledge, Skills and Experience:**

- Proven experience as a maintenance technician or in a similar role within a museum, heritage site, or public building environment.
- Strong practical knowledge of building systems, including HVAC, plumbing, electrical, and basic carpentry.
- Ability to work independently and prioritise tasks effectively.
- Familiarity with health and safety regulations and procedures.
- Good communication skills and a proactive approach to maintenance and problem-solving.

**Desirable Knowledge, Skills and Experience:**

- Relevant technical certification or trade qualification (e.g., City & Guilds, NVQ, or similar).
- Experience with building management systems (BMS) and computerized maintenance management software (CMMS).
- Prior experience in a public or visitor-centered facility is advantageous.



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