

**Job Profile**  
**Maintenance Manager**

**Purpose:** To be an active member of the Site Conservation, Transport & Maintenance Team, planning and carrying out property and site services maintenance programmes to a high level and remaining sensitive to the historic Museum setting.

**Key Responsibilities and Accountabilities**

Responsibilities

Lead, plan and manage members of the Site Maintenance Team, to deliver site wide maintenance programmes.

Coordinate the planning and scheduling of property and site services maintenance programmes.

Coordinate and where appropriate undertake maintenance of the Museum's properties, facilities and services, including internal and external repairs to buildings, exhibitions and M&E services.

Instruct and supervise external maintenance contractors as required.

Manage, prioritise, communicate reactive maintenance, including day to day help desk problems/requests, within the planned maintenance schedule

Prepare & update risk assessments and method statements.

Organise insurance inspections and manage delivery of follow up actions

Manage & Administer the process related to purchases of supplies and equipment and checking inventory

Keep up to date, accurate and auditable electronic inventories of equipment, materials and relevant records

Manage and prepare annual budgets relevant to the cost centre, including support with cost estimates and specifications for maintenance programmes

Assist in the preparation of tender documentation for additional revenue opportunities

Ownership of all people management activities of your team e.g. up to date and relevant training, PPE, Health & Safety adherence, general staff performance and wellbeing..

Provide hands on support to the wider Maintenance team as required, particularly with regards event setup and set down and any other areas.

Keep abreast of developments in construction equipment and techniques.

Carry out any other duties applicable to this position.

Accountabilities

Accountable to Head of Site Conservation, Transport & Maintenance on all above related operations.

Health & Safety requirements for Site Maintenance Team and sub-contractors when applicable.

That Health & Safety procedures are adhered to in accordance with the Museum's policies.

**Person Specification:**  
**(competencies, qualifications & experience)**

Essential

Extensive repair and maintenance experience in a similar position.

Trade Qualification (e.g. NVQ, City & Guilds ).

Project Management experience.

Experience of supervising teams and contractors.

Ability to prioritise work demands and to meet targets.

Appreciation of the unique historical authenticity of the Museum environment.

Health & Safety training experience.

Confident IT Skills

Ability to create and use spreadsheets.

Strong written and oral communication skills and the ability to build rapport with suppliers and staff.

Ability to multi-task, remain well organised and focused.

Ability to be self-motivated.

Ability to work as a team member.

Full clean driving licence.

Desirable

Operators Licence (e.g. Fork Lift).

NEBOSH qualified, or other recognised health & safety training.

Flexible approach to working hours, including the need for occasional weekend and evening work.

Understanding of and appreciation for the Museum's purpose and aims of the Museum.

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| <p>The authenticity and historical significance of repairs and maintenance items where applicable.</p> <p>Help deliver a seamless maintenance programme.</p> <p>Ensure accurate / timely completion of all relevant documentation.</p> <p>Wear personal protective equipment when appropriate.</p> <p>Delivering value for money.</p> <p>Be prepared to undertake training where necessary.</p> <p><u>Dimensions</u></p> <p>The Museum welcomes c300,000 visitors each year to its 26-acre open-air site.</p> <p>To work within Museum's stated procedures and practices.</p> <p>To undertake any other duties appropriate to the post.</p> <p><u>Working Relationships</u></p> <p>To work closely with Head of Site Conservation, Transport &amp; Maintenance, site services team, sub-contract operatives and other museum departments.</p> <p>To attend to operational, project and maintenance meetings to both give and receive relevant information and instructions.</p> <p>Maintain a friendly and helpful attitude towards visitors.</p> | <p>Experience of Managing Contracts.</p> <p>Experience of procuring and managing stock.</p> <p>Experience of budget Management.</p> <p>Knowledge of historic building and conservation techniques.</p> <p>Excellent attention to detail.</p> |
| <p>Salary: £26,000 per annum pro rata</p> <p>Reports to: Head of Site Conservation, Transport &amp; Maintenance.</p> <p>Direct reports: Site Maintenance Team, up to 12 team members (including 2 working supervisors).</p> <p>Hours: Full-time 37.5 (Current) including occasional weekend and evening working</p>   | <p><b>Black Country Living Museum Trust</b><br/> Tipton Road, Dudley, DY1 4SQ, United Kingdom<br/> www.bclm.co.uk Charity No. 504481 Co. No. 1226321</p>   |