

BLLENHEIM

JOB DESCRIPTION

Job Title: Palace Maintenance Operative
Department: Palace Operations Team
Reports to: Palace Clerk of Works

Summary of role: The role will be general Palace maintenance in support of the operational business and private side of the Palace. This will include daily checks, repairs, and maintenance, supporting the visitor teams in the day to day running of the day visitor business and supporting both this team and events teams with Palace based events along with anything else required to ensure a safe, well maintained and welcoming environment for all users and visitors to the Palace.

You will be required to work as part of a 7-day rota to ensure the business has maintenance support at weekends and on public holidays which are generally the busiest times of the week. Occasionally you will be required to work evening hours in support of a event or function.

Tasks & Responsibilities:

- To carry out general maintenance work and compliance checks as directed the Clerk of Works
- Carry out and record tasks including daily health and safety checks, meter readings, minor buildings repair and maintenance
- To liaise on day to day issues and breakdowns of the site
- Responding to the maintenance needs of the palace
- Help with day to day duties working alongside the existing team

Skills & Knowledge:

- Previous experience of maintenance roles is desirable
- General but basic building skills are all regarded as beneficial but not essential
- Manual handling
- Customer facing environment
- Excellent communication skills
- Painting and decorating
- Knowledge of health and safety in the workplace
- Hold a Full Clean UK Drivers License

Person Specification:

- Ability to work on their own with minimal supervision
- Set and maintain very high standards of delivery – attention to detail essential
- Driven to complete tasks above expectations
- Flexible/adaptable “can do” approach to work
- Friendly and approachable manner
- Proactive approach to work
- Able to work in a demanding and busy area
- Relishes a new challenge everyday
- Honest, reliable and committed
- Team players
- Self-motivated

BLLENHEIM

Our Culture:

At Blenheim, we are passionate about providing an environment for our employees to develop their skills, try new ways of learning and encouraging their talents to flourish. Our Blenheim Behaviours are shared by all and are an important aspect of joining the Blenheim Team.

- Relish a New Challenge Everyday
- Keep Our Promises
- Show Honesty with Kindness
- Share a Sense of Belonging
- Make History