

DUNDEE INDUSTRIAL HERITAGE LIMITED**MUSEUM MAINTENANCE OFFICER – Discovery Point****Job Description****Identification**

Post Title	:	Full Time Maintenance Officer
Terms	:	37.5 hrs per week.
Responsible to	:	Facilities Manager

Purpose of Job

The Museum Maintenance Officer is part of a small team responsible for the general maintenance of the Discovery Point Museum including, buildings and associated facilities.

The postholder reports to the Facilities Manager and will support him in his duties in ensuring that the Trust's museums are safe, well maintained and comply with current Health & Safety legislation. He/she will be required to play a constructive and proactive role in supporting the Facilities Manager and be required to deputise in his absence.

The position requires a good standard of education and with 'hands on' maintenance skills to support the upkeep of a large award winning museum. An interest in Dundee's heritage is desirable.

The position is primarily Monday to Friday but weekend and evening work may be required.

Major Responsibilities**Building/Services**

- Monitor and report on the fabric condition of Discovery Point.
- Carry out basic day-to-day buildings maintenance, repairs and housekeeping.
- Supervise and co-ordinate works carried out by tradesmen whilst on the premises ensuring that required Health and Safety requirements are maintained.
- Ensure all alarm systems within Discovery Point are operational and liaise with the suppliers of such services.
- Be available on 'out of hours' call, to respond to alarms.
- Assist the Facility Manager with management of all annual maintenance contracts.
- Supervise the best use of utility supplies of gas, electricity and water within Discovery Point.
- Maintain the presentation of the perimeter of the building, bin store and staff car park.

Exhibitions

- Liaise with Front of House staff ensuring satisfactory running of exhibitions at Discovery Point.
- Report any defects with exhibition equipment to your supervisor/department staff.

RRS Discovery

- Assist with the maintenance and upkeep of RRS Discovery as required.

Other Duties

- Health and safety representative for Discovery Point.
- Supervise and assist cleaning staff at Discovery Point.
- Assist the Conference & Events business with room set ups and technical support.

The job description is a broad picture of the post at the date of preparation.

It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the post.

January 2019