



CITY VARIETIES
MUSIC HALL · LEEDS

The
GRAND
Theatre & Opera House Leeds



Maintenance Technician.

The role of the Maintenance Technician will be part of the Technical and Property Department at Leeds Heritage Theatres (LHT)

The role of the Technical and Property team is to facilitate all technical aspects of performances within the Charity's venues; to ensure health and safety is adhered to; support the long-term improvements of the stage area and venue in general; and to help maintain and deliver fit for purpose historical buildings by supporting the Charity with its Capital Programme. We strive to create and nurture a positive and productive culture in which to work and flourish.

Purpose of Job

The Maintenance Technician will assist the provision of all aspects of property and maintenance for LHT by:

- Supporting the Technical and Property Department in carrying out the day-to-day activities of the team, aligning resources to priorities, and ensuring service delivery is robust and to a high standard.
- Being proactive in the delivery of improvements and maintenance across the venues.
- Supporting the Technical and Property management team in all aspects of health and safety.
- Supervising Casual team members as required. Providing cover to colleagues during periods of absence.
- Undertake any other duties which are commensurate with the post at any of our venues.

Principal Accountabilities

Facilitation of upkeep and improvement:

- Support with the maintenance and upkeep of the facilities at Leeds Grand Theatre and City Varieties Music Hall.
- Ensure contractors are aware of all in-house safe working practices via the use of contractor induction.
- Review all contractor's paperwork to ensure all aspects of the maintenance and improvements are covered to a high standard.
- Carry out maintenance and improvement projects to a high standard.
- To assist with building upgrades and capital improvements
- To support the team at the Hyde Park Picture House with maintenance and improvement.

Health and Safety:

- Production of risk assessments, method statements, and safe systems of work within the technical and property department.

- Ensure safe working practices are always adhered to, including, but not limited to, working at height, Contractor Management, CDM, manual handling, IOSH, & RIDDOR.
- Assist in the production of maintenance records and safe working methods and ensuring all paperwork is delivered to a high standard.
- Assist in the control of all department workshop and storage areas to maintain high standards of safety and equipment upkeep.
- Lead on ensuring all staff and contractors adhere to safe working practices whilst working at all LHT venues.
- Offer advice and guidance for building safety within the venues.
- Have a clear understanding of responsibilities as outlined in the Fire and Evacuation Policy and Procedure as well as all the fire safety systems which support that policy.
- As part of the Technical and Property department, ensure all staff are aware of and understand the Fire and Evacuation Policy and Procedures and their role within it.
- Assist with the implementation of any actions received from both the Health & Safety audit and the fire risk assessments ensuring the venues are as safe and secure as possible.

Operations:

- Carry out any maintenance requirements from across the Charity's venues.
- Manage contractors as and when required ensuring the Contractor Management procedures are followed.
- Conduct any testing of building facilities across the venues including but not limited to fire alarm systems, emergency lighting systems, Legionella flushing.
- Production of all relevant department paperwork to a high and accurate standard.
- Motivate and mentor, creating a positive and enjoyable workplace and culture. This includes being open and accessible to all staff and helping set a high standard of work.
- Have a knowledge of the BECTU agreement, In House buy out, and Working Time Directive.
- Manage the day-to-day technical operation of the buildings, ensuring they are safe to use by all members of staff and visitors.
- Assist with locking up procedures and ensure security measures are in place.
- Provide colleagues with help and guidance, implementing processes, procedures, and policies with guidance and supervision from the Technical Manager.

About You

We are looking to appoint experienced individuals to maintain a smooth running, efficient and safe working environment for all staff and visiting companies. You will take a lead on building maintenance including future works and strive to offer the best possible service and a positive working culture for all users of our venues.

We are looking for committed, enthusiastic and flexible individuals.

Essential attributes

Technical

- Experience of maintaining heritage buildings to a high standard
- Knowledge of safety standards within the industry
- Good knowledge of health and safety legislation and safe systems of work.
- A high level of IT skills and ability to use IT software, including Microsoft Office packages.
- PAT Knowledge and experience.

Support

- Be willing to take personal responsibility for and abide by a range of policies, including Working Hours & TOIL, Health and Safety, Taxi Usage, Positive Work Environment etc.
- Ability to work effectively with external stakeholders including visiting companies, contractors, and the public.
- Experience of identifying improvements to systems and procedures and managing their implementation.
- Ability to undertake work of a complex nature and report appropriately with limited supervision and support.
- Maximise income and minimise expenditure wherever possible and without jeopardising the quality of the work or reputation of LHT.

Personal

- Work as efficiently and effectively as possible and be able to respond and adapt quickly to circumstances as they arise.
- Possess a positive, can-do attitude and flexible approach to working.
- Be a self-starter; motivated, enthusiastic, and calm under pressure.
- Ability to prioritise duties, meet deadlines and work efficiently when under pressure, maintaining high quality work.

Desirable attributes

- First Aid qualification.
- IOSH qualification.
- Electrical, pumping, carpentry or/and building qualifications.
- Experience of operating equipment.
- Working at height qualification.
- Experience of workshop tools and machinery.
- Genie powered platform qualification.
- Evidence of interest in the arts and/or theatre.
- PAT certification.

Contract type

Locally agreed full time buy out.

Responsible to

Buildings Supervisor, Property Manager, Technical Manager.

Responsible for

Contracted Maintenance Staff, Casual Maintenance Staff.

Salary

£26,200 per annum

Holiday Entitlement

20 days

Benefits

Generous average salary pension scheme.

Regular staff offers and discounts for our own venues and local businesses.

Free to use Employee Assistance Programme that supports your health and wellbeing.

Probation Period

Six months.

Notice Period

1 month.

Hours

40 hours per week.