

# Maintenance Operative

## Job Description

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The Tank Museum was founded in 1923 as a teaching resource for soldiers of the newly named Royal Tank Corps; ninety-seven years later the Tank Museum has dramatically transformed from being a training aid for the British Army to a world class 21st century Museum.

Based at Bovington, the home of the tank, the Tank Museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a comprehensive supporting collection of items relating to tanks and the men & women who served in them. Current exhibitions tell the story of the tank from its inception in 1915 up to the British Army's use of armoured fighting vehicles in Afghanistan. The entire collection has designated status.

Over 200,000 people visit the Tank Museum every year. Our Maintenance Operatives are key to the success of the Tank Museum – by keeping our site in tip top condition our Maintenance Operatives ensure our visitors have an exciting, fun and memorable visit. The work of our Maintenance Operatives is very diverse and challenging. Being multi-skilled and flexible is a big must for this job, you will have the opportunity to train and work across different trades within the business (including pyrotechnics)

## ROLE PROFILE

<b>Job Title</b>	<b>Maintenance Operative</b>
<b>Department</b>	Operations
<b>Contract</b>	22.5 hours per week
<b>Key Relationships</b>	Operations Manager & Deputy Operations Manager, Guide and Education Team.
<b>Overall Job Purpose</b>	To support the Operations Manager and Maintenance Team in general building, site maintenance and repair. Ensuring the upkeep and tidiness of the grounds and gardens are maintained at all times.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To support the Operations Manager in general building and site maintenance both planned and 'reactive'.</li> <li>• To undertake gardening and grounds maintenance ensuring the site is tidy at all times.</li> <li>• To support Events and Exhibition and Guide Teams in general maintenance and set up.</li> <li>• To support Tank Museum vehicle shows such as <i>Tanks in Action</i> as a pyro-technician (full training will be provided).</li> <li>• To maintain, safely operate and store securely all tools, equipment, plant and vehicles owned or hired by the Tank Museum for maintenance tasks.</li> <li>• To ensure the tidiness and functionality of maintenance areas such as the Maintenance Workshop, shipping containers and back compound.</li> <li>• To keep a record of all tools and equipment owned by the Tank Museum and in consultation with the Operations Manager take steps to rectify any shortfalls in stock.</li> <li>• To support the Operations Manager in managing alarm codes and building keys within the Tank Museum via a yearly key audit.</li> <li>• To test, maintain and order remedial works for the Tank Museum's Intruder &amp; Fire alarm systems.</li> <li>• To be willing to react out of hours to Tank Museum emergencies if required.</li> <li>• To ensure the relevant risk assessments, COSHH assessments &amp; permits are in place and up to date before any works take place.</li> <li>• To work with and supervise external contractors who maintain the Tank Museum site and building - logging any work as required.</li> <li>• To act as a first aider (when qualified) and report any first aid incidents to Operations Manager in the correct manner.</li> <li>• To open up &amp; close the museum according to the Museum's written procedure if required.</li> <li>• To act as a fire marshal and have knowledge of Museum wide fire evacuation procedures.</li> <li>• To act in the interest of The Tank Museum Health &amp; Safety Policy reporting any violations to the Operations Manager.</li> </ul>

The duties and responsibilities in this job description are not restrictive and the post holder may be required on occasion to undertake other duties. This job description may change with the changing needs of the Tank Museum.

## Person Specification

	Essential	Desirable
Qualifications	Good standard of education.	<p>Powered Access Licence (IPAF) Towers for Users Course (PASMA)</p> <p>Relevant City and Guilds accredited trade qualifications (such as): Painting and Decorating (6707 1-3) Construction Skills (6219) Plastering (6708) Carpentry &amp; Joinery (7906) Maintenance Operations (6711)</p> <p>IOSH Working or Managing Safely</p>
Experience	Experience of maintenance and gardening work.	<p>Experience working in a trade such as plumbing, painting and decorating etc.</p> <p>Experience in working a Museum or Heritage setting.</p> <p>Experience of working in a customer service environment.</p>
Knowledge & skills	<p>Good organisational skills.</p> <p>Good interpersonal skills.</p> <p>Strong communication skills.</p> <p>Good adaptability &amp; resilience when set a task.</p> <p>Ability to work as part of a team or work independently.</p>	<p>Knowledge of 20<sup>th</sup> century military history.</p> <p>Knowledge of armoured vehicles.</p> <p>I.T literate (Microsoft Office).</p> <p>Ability to work alongside and supervise volunteers.</p>
Other requirements	To work flexibly (weekends, special events & unsociable hours) at the discretion of the Tank Museum.	