

Job Specification

Maintenance Technician, Winchester Science Centre & Planetarium

Post Title:	Maintenance Technician
Line Manager:	Director of Operations
Salary:	£20,500 - £22,500 per annum depending on experience
Hours:	37.5 hours per week with a 0.5 hr lunch break per day. Work hours will ideally be 8:00am-4:00pm Monday – Friday, however we are flexible on the usual work hours and this can be discussed at interview stage. A flexible working pattern will be required, which may include some evenings and weekends by arrangement
Annual leave:	20 days per annum, plus bank holidays
Deadline:	There is a rolling deadline for this position – please apply as soon as possible.

1. The Role

Winchester Science Centre is looking for a capable and adaptable technician to join our team, to be responsible for preparing the venue and the exhibition for opening to the public. This includes upkeep of the building and grounds, along with maintenance and repair of the hands-on exhibition.

The role is very practical and will involve working around customers on our busy and vibrant exhibition floor. The exhibits and facilities require daily checking, cleaning and servicing. Safety and quality of our offer are a priority for this charity and this role will play a major role in delivering on both of these. The exhibits vary greatly in construction so an ability to problem solve, think creatively and work with others in a timely manner are essential.

The successful applicant will be an essential member of the operations team, working cross-departmentally regularly and closely with the Exhibit and Facilities Technician.

The role will involve general housekeeping duties and DIY skills are essential. The ideal candidate will have an interest in inspiring children and families into STEM careers and want to Spark Curiosity in others.

Customer service is an integral part of every role at WSC. This position requires being a key holder, starting in the morning before the rest of the team, switching on, preparing all the exhibits and being responsible for ensuring the building is ready to open.

2. Job Description

Purpose of the job:

The purpose of the job is to be an integral part of our family, enabling the charity to make the greatest possible impact at our site in Winchester. The role achieves this through delivering well maintained facilities and exhibits which are clean, safe and in operational order, contributing to the best possible customer experience.

Key responsibilities:

- Maintaining the exhibition to the highest possible standards, through repairs and temporary fixes where needed throughout the day.
- Completing all pre-opening and closing checks of facilities and exhibits
- Monitoring the exhibits throughout the day and efficiently and effectively responding to issues as they occur
- Repairing exhibits where required, including both planned and reactive maintenance.
- Maintaining indoor and outdoor public spaces
- Cleaning exhibits and some light cleaning duties throughout the centre.
- Working alongside external contractors to deliver new exhibits on the exhibition floor
- Working alongside external contractors to maintain facilities e.g. electricians
- To ensure the repair shop maintains a high standard of safety, cleanliness and tidiness
- Ordering of new equipment as required, ensuring purchase order procedures are followed
- Monitor any health and safety concerns and report this to the Director of Operations
- Be a designated Fire Marshall and be trained on evacuation procedures
- Conduct any weekly or monthly tests of Fire Detection and Fire Fighting equipment and liaising with external contractors as required.
- Ensuring escape routes are fully accessible in accordance to fire safety procedures
- Adherence to Science Centre's risk assessments and health and safety policies
- Carrying out other duties as may be requested by the Director of Operations and CEO
- Ad-hoc support to the wider organisation will require the post-holder to work with other teams

3. Person Specification

It is essential that you have the following attributes:

- An ability to problem solve and use tools in a professional environment
- Personal skills, knowledge and desire to achieve the highest possible standards
- Be a team player, able to work as part of a small team and be self-motivated
- Previous experience and ability to work with a range of materials and tools
- Previous experience of building maintenance and DIY
- General computer literacy
- Ability to problem solve and “think on your feet”
- Enthusiasm for science and technology
- Good communication skills

The following attributes are **desirable** but not essential:

- Previous experience in electronics or computing
- Previous experience in a customer facing role
- Previous experience in a facilities environment
- Full driving license

In order to be considered for a role, all applicants must include a cover letter and completed application form. Please see our website for full details on how to apply
<https://www.winchestersciencecentre.org/vacancies>