

Role: Estate Maintenance Worker	Region: Highlands & Islands
Reports to: Maintenance Manager – Glencoe & Glenfinnan	Pay Band: Grade 2 Upper £25,483 - £26,907 pro-rata, per annum
Location: Glenfinnan Monument & Visitor Centre	Type of Contract: Permanent, 40 hours (includes 1 hr of paid breaks a day)

JOB PURPOSE

A varied role undertaking planned and reactive maintenance tasks at NTS Glenfinnan Visitor Centre, Glenfinnan Monument and our surrounding grounds. Working with our Maintenance Manager, you will ensure our buildings, services and estate infrastructure meet high standards of presentation, repair and safety. You'll play an important part in the smooth running of the visitor operation, which funds our charity's work here, as well as helping deliver our environmental and conservation objectives.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Dependent on existing skills and/or training provided, including but not limited to...

- **Day-to-day building maintenance:**
 - Painting (external and internal)
 - Lighting (bulb replacement and basic repairs)
 - Plumbing
 - Joinery
 - Historic building care
 - Cleaning tasks as required
- **Compliance inspections and record keeping:**
 - Portable appliance testing
 - Solar panel and heating system upkeep and meter readings, etc.
 - Septic tank monitoring
 - Fire system checks, emergency lighting and extinguisher etc.
- **Landscape presentation and grounds maintenance:**
 - Mowing or strimming grass areas and repairing verges
 - Care for planting borders and hedges
 - Upkeep of signage, benches, fencing and car park infrastructure
 - Path condition checks and repairs
 - Tools and equipment maintenance
 - Wildlife surveys and conservation activities
 - Litter picking and maintenance of waste collection facilities

- **Colleague and contractor liaison**
 - Assist with organising and coordinating on site external contractors who carry out planned or reactive maintenance or visits from internal advisors
 - Work in harmony with other departments, including Visitor Services and Administration

- **Financial responsibilities**
 - Not a budget holder but will be expected to take responsibility for effective management of charity resources in allocated areas.
 - Advise Maintenance Manager when supplies need to be ordered

- **Health and Safety**
 - Take responsibility for the health and welfare of self, colleagues and visitors by adhering to NTS health & safety policies, and ensuring all activities undertaken are compliant with the property's Safe System of Work and Emergency Procedures.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Essential

- Experience across a wide range of maintenance/DIY tasks, including ground maintenance, painting, joinery and plumbing
- Strong interpersonal and communication skills, confidence dealing with a wide range of colleagues, contractors or visitors
- Time management, organisation and multi-tasking skills, working independently and efficiently
- Comfortable working outdoors in all weather conditions
- Driving license valid for driving in the UK
- Computer literacy with confidence using email, internet, spreadsheets and word-processing
- Basic numeracy, ie. experience of working with precise measurements and recording and logging data

Desirable

- Awareness of strong health and safety, fire, and security practices
- Experience of being a key holder within a work environment
- Experience of working in a visitor attraction, hospitality setting or historic building
- Current strimmer/brush cutter certification and competence driving with trailers
- An appreciation for the work and mission of the National Trust for Scotland.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 29th September 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"