



## Job Vacancy Information Pack

### Post: Deputy Maintenance Team Leader

Job Reference: **EX283 (please quote on application form)**

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
  - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
  - Accepted methods of application and how to submit.
3. Application form
  - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
  - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
  - A list of essential and desirable criteria for the post.

## Important Information

### **The Organisation**

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

### **Equal Opportunities**

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment. Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

### **Yorkshire Wildlife Park's Mission Statement**

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

### **Maintenance at Yorkshire Wildlife Park**

The maintenance department covers the general running of the park and supports the departmental workings of the whole site, including the animal and retail departments and the site catering outlets. The work carried out by the department covers activities ranging from general building and services maintenance to servicing the animal areas and ensuring that daily H&S checks are carried out on all operational equipment, including the outdoor and indoor play areas. The role involves working inside and outside using a wide range of machines, from small power tools to telescopic handlers.

### **Use of Curriculum Vitae (CVs)**

Our policy is to recruit and employ our employees based on their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

### **Shortlisting**

**To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.**

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

### **Pre- employment Checks**

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references



## How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via email to the following email address [recruitment@yorkshirewildlifepark.com](mailto:recruitment@yorkshirewildlifepark.com)

## Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



## Job Description

|                                   |   |
|-----------------------------------|---|
| <b>Job Title:</b>                 | Deputy Maintenance Team Leader  |
| <b>Reporting to:</b>              | Maintenance Team Leader   |
| <b>Department:</b>                | Maintenance   |
| <b>Qualifications/Experience:</b> | Comprehensive experience in a similar maintenance role.<br>L2 qualification in a building trade.<br>Working at Heights qualification. |

### **Primary Responsibilities**

Working under the direction of the Maintenance Team Leader to supervise a team of Maintenance Operatives and Assistants. Deputise in the absence of the Maintenance Team Leader to prioritise and organise daily workloads. Lead by example and motivate the team to provide an efficient service.

### **Key Work Objectives**

Support the Maintenance Team Leader to:

- Organise, lead and motivate the maintenance team.
- Ensure daily departmental compliance with health and safety policies and procedures.
- Organise daily work schedules to complete routine safety checks, including outdoor and indoor play areas.
- Organise proactive and reactive maintenance required throughout the park.
- Conduct dynamic risk assessments on site.
- React to situations that arise on a daily basis; co-ordination of appropriate resolutions for maintenance work.
- Production of up to date work check lists and material orders.
- Liaise with contractors to ensure the compliance of works carried out in support of maintenance operations in the absence of the Team Leader.
- Produce staffing rotas in accordance with daily work schedules.
- Provide coaching, mentoring and guidance to the maintenance team.

### **General**

- Ensure the highest levels of professionalism, service and personal appearance at all times.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties requested by the management team.



## Job Specification

|                         |  |
|-------------------------|--|
| <b>Job Title:</b>       | Deputy Maintenance Team Leader   |
| <b>Reporting to:</b>    | Maintenance Team Leader  |
| <b>Working Hours:</b>   | Basic of 40 hours per week scheduled in accordance with business requirements. To include weekend and bank holiday work as required. |
| <b>Salary:</b>          | £21,000 gross per annum  |
| <b>Contract:</b>        | Permanent (subject to the successful completion of a probationary period)  |
| <b>Purpose of role:</b> | To provide on-site maintenance cover as directed.  |

### **Main Duties & Responsibilities:**

- Organise, lead and motivate the maintenance team.
- Ensure daily departmental compliance with health and safety policies and procedures.
- Organise proactive and reactive maintenance.
- Produce staffing rotas in accordance with daily work schedule.
- Provide coaching, mentoring and guidance to the maintenance team.

### **Candidate:**

- Self-starter with the ability to work on own initiative.
- Ability to communicate effectively at all levels.
- Excellent interpersonal skills.
- Competent with basic use of Microsoft Excel and Word
- Keen to learn, self-motivated and willing to work outdoors in all weather.
- Ability to work on own initiative to organise and delegate work activities.
- Must be flexible and able to work during our peak times which include weekends, bank holidays and school holidays.

**Start Date:** February 2021

**Closing date for applications:** 14<sup>th</sup> January 2021

**Interviews:** Dates and arrangements to be confirmed



## Person Specification

### JOB TITLE: DEPUTY MAINTENANCE TEAM LEADER

| Assessment Criteria  | Essential (E)<br>Desirable (D) |
|--|--------------------------------|
| <b>Experience</b>  |                                |
| Minimum of 3 years maintenance operative role experience   | E                              |
| Minimum of 3 years building trade experience<br>(joinery/plumbing/drainage/heating/electrical)                         | E                              |
| At least 6 months experience of supervising/leading a team within the maintenance sector                               | E                              |
| Experience of completing H&S checks and taking remedial action   | E                              |
| Experience in completing equipment diagnostics to identify specific faults in the event of the breakdown of equipment. | E                              |
| Dynamic assessment of workplace risks  | E                              |
| Experience of liaising with contractors  | D                              |
| <b>Skills/ Abilities</b>   |                                |
| Ability to communicate effectively with team members, management and other departments                                 | E                              |
| Personable and enthusiastic  | E                              |
| Competent with the basic use of Microsoft Excel and Word   | E                              |
| Ability to work on own initiative to organise and delegate work activities   | E                              |
| Ability to oversee and mentor team development   | E                              |
| <b>Knowledge</b>   |                                |
| Awareness of the Health and Safety at Work Act 1974 and its application within a maintenance setting                   | E                              |
| Awareness of Working at Heights Regulations 2005   | E                              |
| Asbestos Awareness   | D                              |
| <b>Qualifications</b>  |                                |
| Minimum of L2 qualification in a building trade<br>(joinery/plumbing/drainage/heating/electrical)                      | E                              |
| Full UK driving licence  | E                              |
| JCB telehandler operator licence   | E                              |
| Emergency First Aid at Work  | D                              |