



# MARYLEBONE CRICKET CLUB (MCC) JOB PROFILE

## BUILDING FABRIC TECHNICIAN

**Department:** Estates

**Reporting to:** Building Services Manager

**Contract:** Permanent

### DIMENSIONS OF ROLE

Normal working hours will be 08:00 to 17:00, Monday to Friday (inclusive), including one-hour unpaid lunch on each day worked, making a total of 40 working hours per week. In addition, all major matches will be required to be worked. Time off in lieu is given for those days which fall on weekends or a bank holiday.

### KEY PURPOSE OF ROLE

We are seeking an experienced Building Fabric Technician with a proven track record of maintaining estates buildings and facilities preferably – but not essentially – of a sport stadia/ Heritage facility/ venue. Primarily responsible for the upkeep and maintenance of the Lord's Pavilion, including the annual painting programme and general handy person duties. Positive, driven and a natural collaborator, you will possess excellent communication skills with the intellectual confidence to succeed in a collaborative environment.

Carrying out an effective preventive and reactive maintenance regime for the Lord's Estate, to the highest appropriate standard possible.

Ensuring all room inspections and testing has been completed prior to the start of each season, particularly in high-profile areas such as the Pavilion and associated player and match official rooms.

Ensuring a top-quality service provision to internal customers through a 'service level agreement' approach.

Carrying out delegated works projects within specified budgets.

### KEY TASKS AND ACCOUNTABILITIES

- Work on the maintenance of the Lord's Pavilion to ensure world-class facilities for Members, visitors, players and match officials.
- Carry out a year-round maintenance operation and pre-season preparation to ensure all areas are correctly functioning.
- Beware of and regularly review alarm monitoring processes to ensure the correct criticality is applied to alarms and that all alarms are registered and investigated correctly.
- Function as project handover champion for all new capital projects and ensure all systems are fully operational and the information is available and passed on to building users.
- Ensure all current processes meet current standards, ensuring MCC is fully compliant with its obligations.
- Consulting closely with the Building Services Manager and Senior Operations Manager (Pavilion) for the day-to-day co-ordination of planned and reactive maintenance.
- Responsible for the health & safety aspect of any task carried out in the course of your duties.
- Support the Estates Manager in the preparation of annual financial forecasts and budgets to ensure are available for maintenance programmes.

*This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.*

## VARIATIONS OF JOB RELATING TO MAJOR MATCHES

- Attendance at all major match-days, including preparation days and weekends, as required.
- Any other duties, whether in the Department or elsewhere around the Ground, as required.

## HEALTH AND SAFETY

- Responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures.
- Report any unsafe practices, equipment or circumstances as appropriate.
- Comply fully with relevant security policies and procedures.
- Be familiar with fire procedures and evacuation procedures and be prepared to operate when/if trained as a Fire Warden.

## PERSON SPECIFICATIONS – SKILLS, EXPERIENCE AND QUALIFICATIONS

### Experience and Knowledge:

- Painting and decorating and general handy person biased with a good understanding of general building services.
- Knowledge and experience of planned and reactive maintenance operations.
- Understanding of Health and Safety especially in the maintenance, construction, and contractor management contexts.

### Qualifications:

- No formal qualification is required for this role.

### Competencies:

- Self-management, planning and organisational ability.
- Relationship building and Customer Service.
- Communication skills and ability to pass on information.

### Attributes:

- Flexibility in approach, style and working hours.
- Reliability and commitment to continual improvement.
- Calmness under pressure.
- Approachable, friendly, and sensitive to business needs within a world-renowned sporting venue.
- Empathy with private Members' Club culture.

**Written by:** Jason Court

**Accepted by:** .....

**Date:** 04 January 2024

**Date:**.....