East Devon
District Council

WE'RE HIRING:

Maintenance Technician

Salary: £30,515 - £33,119 pa

Type: Permanent, full time

Apply by: 13/12/2026

Ref: ED003343P

Apply now: **jobs.eastdevon.gov.uk**

1 TEAM EAST DEVON | WE CONNECT GROW THRIVE

MAINTENANCE TECHNICIAN

- **£30,515.00 – £33,119.00 per annum**
- **Access to Local Authority pension**
- **25 days holiday entitlement**
- **11 Bank holidays and extra statutory days**
- **Permanent, Full time, 37 hours week, no weekend working**
- **East Devon based – mobile throughout the district**

About the role

As a Maintenance Technician, you will be responsible for undertaking repairs and maintenance of non-residential Council properties, which will include carpentry, painting and decorating, basic plumbing and simple electrical tasks. On occasions you may also be required to undertake caretaking duties such as setting up for meetings and liaising with internal and external users of the premises to ensure proper use of facilities.

About you

You must be enthusiastic, self-motivated, with a 'can-do' attitude, and demonstrable experience in at least two of the following trades; carpentry, plumbing; glazing or decorating. You will need good attention to detail and the ability to work on your own initiative as well as part of a team. You must hold a valid driving licence (reasonable adjustments may be possible according to the Equality Act). City and Guilds Level 2 Maintenance Operations or similar equivalent would be an advantage.

Why Join Us?

At East Devon District Council, our people are at the heart of everything we do. Through our One Team East Devon approach, we work together across services to deliver the best outcomes for our communities.

Guided by our We Connect, Grow, Thrive employee offer, we're committed to creating a workplace where people feel connected, supported to develop, and able to thrive. With a strong focus on wellbeing, flexibility, inclusion and learning, this is an exciting time to join us and help shape the future of local government in Devon.

What We Offer

- Competitive salary and Local Government Pension Scheme
- Flexible and hybrid working opportunities
- Generous annual leave entitlement
- Learning and development opportunities
- Health and wellbeing support
- A supportive and inclusive working environment

About us

At East Devon District Council, our ambition is to be an outstanding and well-run council and making this an outstanding place to work is also at the very top of our agenda.

Ensuring all staff are Happy, Healthy and Here is a key objective for us. We offer a wide range of health and wellbeing arrangements to support staff and our Worksmart working arrangements provide high levels of flexibility, which is agreed within teams, including hybrid working. We recognise the importance

of continuous learning and development and offer a wide range of opportunities and excellent staff benefits.

Apply

To apply online, please visit https://jobs.eastdevon.gov.uk/.

For more about working for East Devon District Council visit https://eastdevon.gov.uk/careers/working-at-east-devon-district-council/

For an informal discussion, please contact Jorge Pineda-Langford, Principal Building Surveyor on 07522 703733 or email jorge.pinedalangford@eastdevon.gov.uk.

Closing date: Midnight on Sunday 13th December 2026 with interviews planned for week commencing 11th January 2027. Date and time to be confirm. Interviews will be held at Blackdown House, Boarder Road, Honiton EX14 1EJ.

JOB DESCRIPTION and PERSON SPECIFICATION

This document is intended to cover the range of principal duties and areas of work relating to the post. It is the intention to ensure that you are aware of the actual and the potential range, level of duties, responsibilities and areas of operation which may be required. In addition, you may be required to perform other relevant activities commensurate with the grading of this post.

Post title	Maintenance Technician
Service	Place, Assets & Leisure
Grade	Grade 2
Reporting to	Building Compliance & Reactive Works Manager
Responsible for	No supervisory responsibility

Job purpose

To support East Devon District Council in providing a high quality cyclical, planned and reactive repairs and maintenance service of non-housing assets of occupied and unoccupied properties.

Note: This post may involve working outside normal office hours and attending emergency call-outs as required.

Key activities

1. Carry out to the highest standard in line with the current legislation, performance standards and in accordance with East Devon District Council requirements and procedures, all aspects of maintenance and similar other work, including repairs/renewal work to items in various trades such as carpentry, plumbing, glazing and finishing (painting & decorating, plastering/tiling)

   Including but not limited to -

   Carpentry

   - General Carpentry repairs and installations, encompassing Carcass, first / second fix.
   - Repair / replace doors, frames, windows, etc including resin repairs to external joinery.
   - Replacement ironmongery, grab rails, fixtures and fittings etc.
   - Installation of kitchen base/floor units worktops, skirting, architrave, beads, window boards, rails, mouldings, shelving and like
   - Hoarding to secure premises and boundaries etc.

Plumbing

- General plumbing repairs and maintenance works.
- Repair or renew waste and soil pipes.
- Repair hot and cold water services, valves & fittings etc.
- Repair heating pipework, radiators/valves and fittings etc.
- Replace immersion element/heater. Including connect to spur.
- Repair or renew toilets, urinals, wash hand basins, kitchen sinks.
- Clear blocked wastes, soil vent pipes, toilets, sinks, drains, gullies etc.
- Trace out water leaks and carry out rectification works.
- Excavation to wall or floor to access pipework and make good.
- Remove access panels as required and renew/replace following works.

Finishing

- Plastering & rendering repairs to walls and ceilings.
- Floor and wall tiling repairs.
- Repointing of brick/blockwork.

Decorations

- External and internal decorating / painting work, including preparing surfaces.

Glazing

- New / renew glazing including installation of glass or sealed units.
- Board up or fit adhesive plastic film over fractured glass to form temporary repair.

2. Undertake relief caretaking duties as may be directed (to cover holidays and sickness) including but not limited to:-

   a) Security and safekeeping of the buildings to suit office and Council requirements and hiring requirements.

   b) Provision of relevant facilities to ensure the smooth running of all official Council meetings, including setting up the Public Address System and setting up/clearing away of crockery, cutlery, hot water urns, etc. (including washing up) as required.

   c) Setting out furniture (tables, chairs, etc.) for meetings and private functions.

3. Work at heights (with appropriate training) from, e.g. scaffolding, ladders, mobile tower, power cradle etc. and erect temporary work platforms.

4. Assess works, diagnose faults and suggest the best remedy or rectification. Accurately measure, quantify and list materials requirements.

5. Carry out works flexibly and with minimal disruption to the service users and ensure the premises are left clean and tidy to enhance the reputation of East Devon District Council to deliver excellent services.

6. Ability to work flexibly and deal constructively with a diverse range of customers, including handling complaints constructively and with empathy.

7. Carry out all work instructions allocated in a timely manner, in the order identified and to the required quality standard within the time scale allocated. Work in accordance with specifications as per work orders on the job sheet or IT system and adhere to the job priority, ensuring job status is updated in accordance with procedures.

8. Accurately complete timesheets and daily works records in a timely manner using a mixture of handheld electronic device and paper forms.

9. Positively participate in training and adopting new technologies to improve service delivery and productivity, ensuring your continuous personal development in line with trade standards.

10. Ability to successfully organise and prioritise your workload.

11. Proactively maintain and ensure sufficient adequate stock levels to carry out work efficiently.

12. Maintain your East Devon District Council vehicle to the highest standards to carry out work to locations around the district, undertake daily routine safety and maintenance checks ensuring that your vehicle, machinery and equipment that is used is well maintained, kept clean and not exposed to the risk of damage or loss/theft. Complete all vehicle documentation and report defects in accordance with Fleet Management Protocols.

13. Be responsible for and be contactable by mobile phone supplied by East Devon District Council. Be well presented in East Devon District Council's uniform ensuring that the uniform is clean and well maintained and carry I.D to be displayed at all times, or on request, and be the front line point of customer focus with dealing with the public and tenants during working hours.

14. At all times comply with East Devon District Council's health and Safety policies, procedures and safe working practices.

15. Support your team in ensuring that our services and policies identify, address, and promote the needs of all of our diverse community. This includes the need for safety of children and other vulnerable people.

16. Perform any other relevant activities, commensurate with the grading of the post, in negotiation with the Building Compliance & Reactive Works Manager.

PERSON SPECIFICATION – Maintenance Technician Error! Reference source not found.

Category	Requirements	Essential/ Desirable (E/D)	Method of Assessment
Education/training and Knowledge	▪ City and Guilds in related trade or NVQ Level 2 in Maintenance Operations or similar equivalent	D	Application Form
	▪ Basic literacy and numeracy ability	D	Test
	▪ Asbestos Awareness	D	Application Form/Interview
	▪ Legionella Awareness	D	Application Form/Interview
	▪ Working at Height	D	Application Form/Interview
Skills and abilities	▪ Range of skills necessary to fulfill this type of role.	E	Application Form
	▪ Accuracy and attention to detail particularly when working to tight deadlines	E	Interview
	▪ Ability to work on own initiative as well as part of a team	E	Interview
	▪ Capacity for innovation	D	Interview
EDDC behaviours	▪ **Simplicity in communication** You communicate relevant information regularly and effectively	E	Interview
	▪ **Systems thinking and excellence in service delivery** You use the available information systems and measures when working to achieve outcomes	E	Interview
	▪ **Trust and respect** Respectful and considerate building effective relationships with customers, stakeholders, colleagues and partners	E	Interview
	▪ **Accountability** You take personal responsibility for delivering services	E	Interview

	You plan your own time and workload to meet objectives, and use your initiative to solve problems and inform others of potential issues. ▪ **Working Together** Work together with colleagues and customers; and take the time to build effective working relationships ▪ **Excellence in leadership** You respect colleagues, partners, members and customers and treat people according to their needs	 E E	 Interview Interview
Successful experience in	▪ Specialisms in at least two or more areas of key activities listed in section 1 of the Job Description	E	Application Form/Test/ Interview
Special requirements & employee screening checks required for successful applicant	▪ A valid driving licence and own car are essential (reasonable adjustments may be possible according to the Equality Act). ▪ Right to work in the UK ▪ Check of qualifications essential to the Job ▪ References ▪ Basic Disclosure Certificate ▪ Willingness to work non-standard hours on occasions ▪ Must be capable of working at height using ladders and scaffold	E E E E E E E	Interview/ driving licence check Identity Check Original Certificates Reference enquiries Criminal Record Check Interview Interview

East Devon District Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable adjustments to enable disabled people to fulfil the criteria for, and undertake the duties of its jobs.

RISK ASSESSMENT PROFILE
[RAP forms part of the Job Description please ensure a copy is always attached]

Status (please tick)

Permanent	√	Temporary	
Full time	√		
Part-time / Job share No of hours per week		Casual	
		Voluntary	

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

Level 1	**Seldom or never**	**Level 4**	**Regular (2-3 times per week)**
Level 2	**Occasionally (once a month)**	**Level 5**	**Daily**
Level 3	**Fairly regularly (1 per week)**		

Potential risks and hazards	**Level of Frequency**
Computer user	**3**
Car driving	**5**
HGV, LGV driving	**1**
Prolonged sitting, standing	**4**
Exertion (other than lifting)	**2**
Lifting	**4**
Manual handling – repetitive movements, bending twisting	**5**
Working with the public	**3**
Face to face contact with abusive customers	**1**
Lone working	**3**
Night working = 3 hrs or more between 11pm & 6am	**1**
Shift working	**1**
Use of chemical and or skin irritants	**2**
• Head phone use/ auditory performance / noise	**1**
❖ Hand arm vibration/noise	**3**
❖ Use of machinery / noise / vibration	**3**
Outside working / inclement weather	**3**
Exposure to the sun through outside working	**3**
Working at heights	**4**
Working in confined spaces	**1**
Risk of exposure to bodily fluids	**1**
Risk of contact with infectious diseases	**1**
Risk of exposure to asbestos	**1**
Other - please specify	

- Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 [If unsure, please check with Health & Safety Officer]
- ❖ Any post identified in levels 2-5 will require a hand arm vibration screening test

This document was reviewed in June 2026 by the Principal Building Surveyor – Place, Assets & Leisure