### Role: Maintenance Manager

### Location: Nottingham venues

### Reports to: Venues Managing Director

### Contract: Full time, permanent

**Hours: 40 hours per week**

**Salary: £35,000 per annum**

**Who we are**

Since the opening of our flagship venue**,** Rock City**,** 40 years ago, DHP Family has grown to become a leading name in the live music industry with a deserved reputation for our innovative and creative approach to music production and promotion.

After 10 years of fast expansion, we’ve established ourselves as the biggest independent promoter in the UK, earning a credible reputation within the live industry. In addition to Rock City, our Nottingham venue portfolio includes Rescue Rooms, The Bodega and Stealth**.**

We pride ourselves on our big company capabilities but with the same focus on the original ethicsthat got us here.   
  
**Job Purpose:**

The Maintenance Manager will be responsible for the management and delivery of planned and reactive maintenance as required by the needs of the business.

**Key responsibilities (but not limited to)**

* Advising on timelines for each part of the maintenance project in hand
* Advising what tools and materials would be required
* Advising and assessing on the removal of asbestos (where necessary)
* Advising on building structure (removal of internal walls etc)
* Hold meetings with sub-contractors to discuss timeframes and requirements
* Be responsible for signing off and ensuring health & safety procedures have been adhered to in accordance with H&S Law, and that all contractors used are compliant.
* Be responsible for the day to day management of the maintenance team.
* Control of works from inception to completion.
* Be responsible for mandatory testing and inspections. (EM lighting, Fire Alarm, Fire Extinguishers, Asbestos, Legionella, Fixed Wirings Gas Safe….)
* Ensure delivery of projects on time and within budget.
* Be responsible for booking contractors for planned/scheduled works as and when required.
* Maintain a contractor log for each venue to ensure external contractors sign in/out.
* Liaise with the our internal Risk Management team to ensure procedures are being followed with regards to safety of outside contractors when visiting the venues.
* Liaise with our Head of Risk and to carry out risk assessments relating to the works being carried out.
* Work closely with other internal and external stakeholders, such as Venues Managing Director, Venues Area Manager, sub-contractors, consultants/partners and statutory control bodies as required.

**Key skills required**

* A well-rounded knowledge of all aspects of building works and building maintenance.
* Knowledge of H&S Regulations and compliance
* Cost management and budgetary control
* Capable of working independently and as part of a team
* Must be organised to plan in works around the venues operating hours.
* The needs of the business can change at short notice so a high degree of organisation, flexibility and influencing skills are required
* Experience of building maintenance and refurbishment projects
* Ability to work under pressure with a can do attitude
* Good time management

**Qualifications**

* SMSTS qualified

**Joining DHP Family**

DHP Family is a committed Equal Opportunities employer promoting equality of opportunity. This means that everyone who either applies to or works for the Organization is treated equally, and we welcome applications from candidates no matter their gender, age, ethnic origin, nationality, marital status, disability, sexual orientation, or religious beliefs.

**How to Apply**

We value applications, however due to the volume of response we are currently receiving, we are only able to contact candidates whose skills and experience closely match the requirements of our clients.

Please forward your CV with a cover letter to careers@dhpfamily.com and we look forward to receiving your application.