



JOB DESCRIPTION

PERSONAL DETAILS

JOB TITLE	Buildings Maintenance & Facilities Operative
RESPONSIBLE TO	Buildings Maintenance & Facilities Manager
LIASE CLOSELY WITH	Maintenance & Facilities Coordinator Other grounds and maintenance staff

PURPOSE OF JOB

To undertake general maintenance & facility duties as instructed by the Buildings Maintenance & Facilities manager, particularly in regard to daily routine duties across site and to support the operations team regards to security. All aspects to be of a high standard, within the Health & Safety regulations.

JOB RESPONSIBILITIES AND TASKS

1. To assist in the day to day activities of the buildings maintenance to support the house business & protect the Trust's assets across the site.
2. To undertake general decorating duties, for maintenance, repair and renovation work
3. To undertake general building work within the post holder's capabilities as part of the buildings maintenance team
4. Part of the role is the provision of cover for emergency repairs outside normal working hours.
5. To assist with security on site, including locking, unlocking and alarming.
6. To assist with the setting up of site services and activities for weddings, conferences and events as necessary.
7. To have a knowledge of and adherence with all Health & Safety Regulations
8. To attend courses regularly relevant to the position
9. Attend and participate in regular departmental meetings
10. To carry out other general tasks as may reasonably be requested and directed through the Buildings Maintenance & Facilities Manager from time to time.
11. The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with post holder. Good flexibility through job requirements.

PERSON SPECIFICATION

- Qualifications relevant to the position
- Previous maintenance & facilities experience in a similar position
- Ability to respond in an appropriate manner to requests from members of the public
- Complete tasks to satisfactory conclusions
- A positive attitude, driven, hard-working team player with an exceptional attention to detail
- Ability to work without close supervision and maintain a high quality of work.
- Be willing to take part in out of hour's emergency standby/salvage team
- Able to recognize potential hazardous situations/materials and respond accordingly
- Good record of attendance and punctuality
- Good verbal communication skills
- Literacy and numeracy skills
- Recognized industry trade qualifications or ability to demonstrate equivalent experience.

- Be willing to undertake further training
- Be required for manual lifting and general manual work
- Hold a Current valid UK full driving license

Examples of preferred certifications (Not essential)

1. City & Guild or NVQ`s level 1,2 Construction trade qualifications
2. CITB Construction Site Safety Approved
3. Plasma Certificate working at heights, Tower, Platform competences
4. CIB Safe Guarding