



Job description

Job Title: Facilities & Maintenance Operative
Reports to: Maintenance & Facilities Manager
Direct Reports: None
Working Pattern: 35 hours per week, 5 days over 7. Primarily Monday – Friday but some weekend work included in line with business needs.

Overall Responsibilities

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.

Main Duties

- To assist in the day to day activities of the buildings maintenance to support the business & protect the Trust's assets across the site.
- To undertake general decorating duties, for maintenance, repair and renovation work
- To undertake general building work within the post holder's capabilities as part of the buildings maintenance team
- Part of the role is the provision of cover for emergency repairs outside normal working hours.
- To assist with security on site, including locking, unlocking and alarming.
- To assist with the setting up of site services and activities for weddings, conferences and events as necessary.
- To have a knowledge of and adherence with all Health & Safety Regulations
- To attend courses regularly relevant to the position
- Attend and participate in regular departmental meetings
- To carry out other general tasks as may reasonably be requested and directed through the Buildings Maintenance & Facilities Manager from time to time.
- 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