

# Job Description – Facilities Technician



**Job Title:** Facilities Technician

**Location:** The post is located within a designated service and the post holder is required to ensure their role delivery and activity meets the agreed expectations of the Registered Manager or Regional Director

**Responsible to:** Facilities Manager/Facilities Team Leader

## **Job Purpose:**

To maintain buildings, grounds, equipment and plant to the high standards set by the company and external regulators

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## **Key Stakeholders:**

### **Internal**

- Other staff within the Facilities Team
- Staff in other departments within the Centre
- Service Users within the Centre
- Staff in other Centres
- Central Office Staff

### **External**

- Visitors to site
- Suppliers and Contractors
- External Inspectors
- Neighbours, Local Retailers

## **KEY TASK AREAS AND RESPONSIBILITIES**

- To take ownership / responsibility for all works undertaken
- To support the Facilities team in operating the day to day response and planned maintenance, refurbishment tasks and repairs for the Centre
- To operate a planned system of general maintenance and repairs including decorating
- To maintain the good reputation of the Centre by ensuring that buildings and equipment have a neat and tidy appearance at all times and are clear of hazards
- To carry out and record weekly and monthly checks on heating, fire checks and water
- To assist in emergency evacuations and fire drills at the Centre and to assist in weekly checks on fire alarms
- To carry out weekly site walks to record and report any Health and Safety issues, maintain repairs and general improvements to site
- To keep paths, drives and doorways from snow, ice leaves and debris
- To report any defeats, damage, theft, breakages or hazards to relevant staff
- To obtain maximum economy and efficiency in all works

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- Maintain cleanliness and general tidiness of all external hard areas
- Clean and clear all drains and gullies to ensure effective and healthy operation
- Inspect outside fabric of building, report/repair defects as appropriate
- Inspect all fences, gates, walls, steps, lights, etc. Report/repair defects as appropriate
- To undertake associated grounds checks, and to respond to and undertake emergency grounds works
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations
- To carry out weekly inspection on the site and maintenance vehicles and keep them clean and tidy for use
- To liaise with external contractors on work required beyond the scope of general maintenance and to report and advise the Facilities Manager and Registered Manager, as required
- To advise relevant staff members as required on all matters relating to plant machinery and equipment, including safety, state of repair and the purchasing of new equipment
- To ensure that all tools, equipment and machinery is maintained, used and stored correctly and safely
- To ensure that all tools are available, in good repair, and accounted for at all times
- To keep relevant records accurate and up to date
- To travel to the other areas of the site or to suppliers to carry out any role responsibilities
- To respond timely and with flexibility to urgent or last minute staff/service requirements as a service providing function of the Centre
- To support other members of the Facilities team to look after properties on the site and with work that requires extra members of staff to complete the task
- To contribute to the writing of risk assessments and procedures for maintenance tasks, in accordance with Company policies
- To carry out all duties in a safe manner with regards to health, safety and welfare of self, staff, Service Users and other persons within the centre
- To have an awareness and empathy with the Service Users for whom the service is provided and to carry out duties being mindful of their needs
- To report all compliments, comments and complaints
- To take part in the on call rota
- Provide a weekly account of all work completed

### General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.

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- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection and Health and Safety policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

**I have read through the job description and agree to perform the duties as outlined above**

### **Job Holder's signature**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>		
Experience of general maintenance	✓	
Experience of working to strict Health and Safety guidelines	✓	
Experience of keeping within set budget requirements		✓
<b>Skills, Knowledge and Aptitudes</b>		
Good working knowledge of plant and machinery	✓	
Knowledge of COSHH regulations		✓
Ability to work independently and as part of a team	✓	
Methodical approach to work	✓	
Commitment to completing day-to-day tasks effectively and timely	✓	
Effective communication skills, verbal and written	✓	
Basic IT skills	✓	
Good organisational and time management skills	✓	
A flexible, can-do, positive attitude	✓	
Can self-motivate and think for themselves	✓	
Shows initiative, needs little supervision	✓	
<b>Qualifications and Training</b>		
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
<b>Other</b>		
Commitment to the values of the organisation	✓	
Driving licence	✓	