



<b>Post title</b>	<b>Facilities Technician</b>
<b>Division / Section</b>	<b>Resources</b>
<b>Department</b>	<b>Corporate Property / Facilities Management</b>
<b>Responsible To (Title)</b>	<b>Facilities Technician Supervisor</b>
<b>Number of post holders</b>	<b>162</b>
<b>Acting up/ Secondment</b>	

### **Purpose of Job**

To carry out in a facilities management area day to day janitorial and DIY operations across one or more buildings ranging from small repairs and general maintenance to reactive cleaning, supporting moves and conducting basic security functions.

To provide overall an efficient and effective facilities technician service in accordance with the Service Level Agreement, CEC policy and any prevailing general standards.

### **Major Tasks**

The Caretaking role will include the following list of caretaker duties on a mobile basis across a number of buildings:

- Equipment and furniture and fitting maintenance
- Building maintenance and services
- Security of premises and grounds
- Grounds maintenance
- Cleaning /Tidying

### **Job activities**

The range of duties undertaken is likely to include the following:

#### *Equipment and furniture and fitting maintenance*

- Undertake minor maintenance and repairs to equipment in accordance with good practice and procedures
- Undertaking general portering duties, including moving furniture for the setting up of rooms and halls for events, performances, exams, meetings

The list of above duties is not exhaustive and the post-holder will undertake any other duties arising and reasonably pertaining to the post.

### *Building maintenance and services*

- Undertake minor maintenance and repairs in accordance with best practice and building maintenance procedures. This can include: maintenance of wooden floor surfaces, tasks of a DIY nature, carrying out small work requests, for example hanging of shelves or pin boards, maintaining and decorating doors, windows, woodwork, walls, blinds etc. as requested by management
- Ensure that all jobs and tasks, including emergency call-outs, comply with Council policies and procedures
- Ensuring that required temperature levels are maintained throughout the premises in accordance with the Council's energy conservation arrangements.
- Monitoring the condition of heating plant, notifying the appropriate staff member of the need to effect repairs and undertaking routine maintenance. At some locations, cleaning associated convector systems in accordance with established procedures. Monitoring fuel stocks and ordering supplies as necessary, ensuring that adequate fuel is available at all times. Keeping the boiler-house clear at all times and undertaking frost protection measures as necessary.
- Periodically checking the lighting system throughout the building ensuring that internal and external areas are adequately lit and replacing lighting materials and fuses where possible in accordance with established guidelines, e.g. Electricity at Work Regulations. Making sure that all unnecessary lighting is extinguished when the building is closed.
- Liaise with outside contractors and service partner ensuring that the manager is informed of all work being undertaken
- At times, deal with enquiries from members of the public
- Where the establishment has a swimming pool, undertake tests and maintenance in accordance with relevant guidance
- Carrying out the prescribed procedures in the event of fire, flooding, accident or damage

### *Security and safety of premises and grounds*

- Locking and unlocking of buildings and setting/un-setting security systems at prescribed times
- Ensuring further that premises and grounds are secured always, changing locks and getting keys cut when required and by using appropriate closed circuit television (CCTV) equipment and radio communications devices
- In accordance with established procedures, contacting the appropriate authorities, inspecting for damage and theft, effecting temporary repairs and, where necessary, liaising with contractors/emergency services on site as relevant
- Undertaking regular testing of fire alarm systems throughout the establishment and reporting accordingly to the designated officer. Also, working closely with staff responsible for fire drill procedures in normal school hours and during evening/weekend/ holiday opening hours.
- Inform appropriate member of staff as and when security or safety risks arise and taking appropriate actions when it is deemed safe to do so

- Undertake security sweep for intruders
- Conduct daily, weekly and monthly inspections, reporting faults/concerns to the Helpdesk

#### *Grounds maintenance*

- Inspect for effects of vandalism, broken glass inside and outside the building and where glass or other detritus is identified, corrective action or removal as required as well as ensuring that any graffiti is removed/concealed as soon as possible and reported to management
- Keeping pathways and driveways, hardcore play areas and drainage areas, in a clean and tidy order, collecting and removing litter from these areas
- In the event of snow and frost, the clearing of pedestrian access within the school precincts, applying rock salt on paths, outside steps, driveways, and playgrounds in adverse weather conditions, ensuring all emergency egress routes / doors are clear of ice and snow from the project facility

#### *Cleaning and Tidying*

- Respond to reactive cleaning requests including body spillages and Sharp removals
- Clean external areas, including litter picking, sweeping, clearing drains and external door glasses

### **Supervision and Management of People (Numbers and type of staff)**

While there are no specific line management requirements the post holder will be required to periodically manage visiting contractors and liaise with other member of the facilities management staff.

### **Creativity and Innovation**

The post holder will be required to work under direction and be self-motivated with the ability to work on their own initiative.

### **Contacts and Relationships**

The post will involve liaison with council/other staff and incidental contact with the general public as well as management of a team of staff and their interactions with staff and the public. A high degree of customer care and behavioural standards are required.

### **Decisions (Discretion)**

The post holder will be required to prioritise their workload and interpret specification requirements.

### **Decisions (Consequences)**

The post holder will be required to deliver to the specification requirements and to cooperate with performance measurement so that the overall agreed standards are met.

## **Resources**

The operative will be responsible for the operation of maintenance tools and cleaning equipment and the use of materials, cleaning products and consumables.

## **Environment – Work Demands**

The post holder will be required to follow an agreed rostering and work schedule. A degree of flexibility will be required during this deployment to account for prevailing conditions. Should unforeseen circumstances arise (such as issues with access; equipment malfunctions; unexpected work/volume of work or other difficulties) attendance should be agreed in communication with a Facilities Technician Supervisor.

## **Environment – Physical**

The post will require normal physical demands for a caretaking operative including, but not limited to, operation of manual and powered maintenance tools and cleaning equipment. The role will require heavy lifting, brushing and general cleaning tasks.

## **Environment – Working conditions**

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal caretaking based activities. The job may require contact with body spillages, chemical products, construction materials and may require work in an area requiring PPE - all works are to be carried out to agreed method statements and risk assessments.

## **Environment – Work Context**

The post will have the requirement to take care in relation to a normal working environment, work activities and dealing with people both with respect to occupied and unoccupied buildings. Normal health and safety/customer care processes will be required to be followed.

## **Knowledge and Skills**

The post holder will require knowledge of the use of equipment as necessary to carry out the role and techniques and an understanding of safe working practices. To allow directions and safety signage to be complied with, the post will require a good standard of communication

The post holder will be required to have experience in a Caretaking role with a good level of maintenance/DIY skills.

A full driving licence is preferred but not essential.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

### **Organisation Structure**

Should be attached to the JD and should be as detailed as possible to show the environment in which the post works and should show the other posts around, above and below the post being evaluated.