

Name:	TBA
Department (and Section where appropriate):	Facilities & Engineering Services - Facilities
Grade:	G2
Job Title:	Facilities Maintenance Engineer
Immediate Line Manager (Job Title):	Ross Jen

Job Purpose

To modify, repair and maintain the building grounds, fabric, and furniture by means of preventative and reactive activities in order to provide a safe, comfortable, and efficient work environment. To ensure compliance with Health & Safety regulations and meet the needs of the business to comply with our insurer's requirements.

Main Duties (including % of time spent)

- To modify, repair and refurbish the building fabric, furniture, and fittings (35%)
- To carry out basic preventative maintenance and H & S compliance tasks (35%)
- To manage and oversee the site grounds keeping and maintenance (10%)
- To manage the efficiency of waste disposal and recycling (10%)
- To complete site unlocking duties, manage site security (5%)
- To assist with portering and movement of equipment around site (5%)

Knowledge, skills and Experience

- Experience in hands on general building maintenance, painting and decorating, grounds maintenance, fire, and security systems & legionella compliance.
- Good understanding of H & S and Environmental legislation and procedures for safe working.
- Experience of waste management and environmental controls
- Experience of engineering systems planned maintenance software systems.
- Competent in the use of Microsoft office software
- Trained in the use of powered lifting equipment.

KEY TASKS & RESPONSIBILITIES

1. Communications

- Liaison with staff to resolve a detailed understanding of their requirements
- The ability to communicate in both written and verbal context at all levels of the business.

2. Analytical Skills & Creativity

- Fault finding to identify problems with building fabric and associated fixtures and fittings
- The design of solutions to improve the functionality of furniture and fittings to ensure staff work efficiently and safely.
- Open minded and an innovative mind set to investigate new technologies and methods of overcoming issues.

3. Management of Activities

- To be able to work and make decisions under your own daily supervision
- To ensure specialist materials and their deliveries are available to enable efficient completion of repairs to building fabric and associated fixtures and fittings to meet work programs
- To be able to manage sub-contractors' activities and safety whilst working on site

4. Management of People

- Not applicable
- Associate Director – Head of Department – Facilities Manager – Skilled M & E Engineers – Semiskilled Staff

5. Management of Finance & Resources

- Not Applicable

6. Autonomy & Accountability

- The Facilities Maintenance Engineer works with minimum supervision and resolve their work using job knowledge, skills, and initiative
- Working with equipment and the building fabric requires constant vigilance to ensure their own and others safety.
- To maintain a safe and tidy working area and environment to ensure the safety of staff, contractors and visitors working on site.

7. Working Environment

- Working at heights
- Working outdoors, possibly in severe weather conditions
- Heavy lifting, including using heavy lifting work equipment, or with specialist contractors such as crane hire companies.

8. Other designated job roles (Please tick those applicable)

Quality Co-ordinator
 Safety Co-ordinator
 First Aider X
 First Aid Leader
 Mental Health First Aider
 Fire Officer
 Fire Leader X
 Software Co-ordinator
 Trained internal Auditor
 Equipment Officer
 Departmental Archivist
 Hygiene Manager
 Process Hall Manager
 Event Director
 Risk Assessor
 Biological Safety Officer

Safety Representative	
Safety Committee Member	
Sample Receipt Steward	
Authorised Driver (in line with Car Policy)	X

DSE User

Manual Handler X

Signed & Dated

Job Holder Date

Line
Manager Date