

VACANCY

POSITION INFORMATION SHEET

Position Title	Facilities Assistant
Title of Supervisor	Facilities Manager
Location	President Way Works (ALL Sites)
Hours	37.5 Mon - Fri

Job Summary

Working as part of a multi-disciplined engineering and maintenance team, supporting the upkeep and appearance of the site within medium to heavy manufacturing environment.

Ensuring the general appearance of buildings and surrounding areas are maintained, while having a strong focus towards health and safety practices, a strong focus towards work quality and plant standards.

You will be highly motivated, with a 'can do' attitude towards your work, as well as having a degree of flexibility to help meet business needs and market demands.

Primary Duties and Responsibilities

To undertake general caretaking duties such as painting, basic plumbing and non-intrusive electrical work and gardening across the site including and not limited to:

- A range of horticultural tasks such as cutting hedges, mowing lawns, pruning, leaf clearing and weeding.
- To clean light fittings and to check lighting systems on a routine basis and replace where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.
- To undertake low level plumbing tasks such as un-blocking and removal of foreign matter from sinks, traps and waste pipes, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
- To ensure that gullies, drains etc. are kept free from debris and that the site is litter free.
- Painting and Decorating – as required.
- Joinery - First line maintenance of fixtures and fittings.
- Communicate effectively to all levels within the business.
- Carry out preventive maintenance tasks on buildings and equipment on a scheduled basis.
- Maintaining foul and surface water drainage: including all guttering, down pipes, soil vent pipes, rainwater and road gullies and manhole cover checks.
- Road and footpath maintenance / checks.
- Moving items around site and general labouring.
- To comply with all regulations regarding the Health & Safety Policy and procedures.
- Use of risk assessments and method statements and other forms of safe systems of work and procedures.
- To observe safe working practices in carrying out the required duties and ensure that instructions are adhered to.

Skills, Experience and Qualification

Desirable

- IOSH training or similar will be an advantage
- NVQ / City & Guilds qualification.
- A good understanding of general maintenance and a conscientious approach to the quality of work
- Have experience of hand tools, powers tools, workshop and access equipment.
- Be familiar with garden machinery/equipment.
- Have a valid driving licence, as driving company vehicles will be necessary (essential).
- Strong work ethic and ability to work independently.
- Plumbing, joinery and electrical experience.
- Time management and organisation skills.
- High level access equipment certification (desirable).
- Forklift truck qualification (desirable).
- Use of herbicides / pesticides qualification / certificate (desirable).
- Experience within a medium to heavy manufacturing environment, although applicants from other industries would also be considered.

Demonstrable

- Health and Safety compliance knowledge.
- Good standard of numeracy and literacy
- PC literate
- Demonstrate the ability to work as an individual and as part of a team
- Ability to direct and influence others without having line management accountability

Qualities & Attributes

- Excellent awareness and attention to HSE and Quality standards, requirements and processes
- Good communication skills with the ability to work within a team and share knowledge
- Demonstrates a proactive and motivated attitude
- Degree of flexibility as required to meet business needs and market demands
- Personal discipline to apply the requirements and accepted standards
- Self-motivated, Pro-active and reliable
- Work accurately & diligently with high level of attention to detail