

1. Job details	
Job title	Facilities Maintenance Operative
Salary band	7
Accountable to	Facilities Coordinator

2. Job summary
<p>The Facilities team ensure that our buildings are of a high standard of presentation, fit for purpose, are safe and legally compliant, and issues are addressed promptly to enable us to remain operational.</p> <p>As part of this team, the Facilities Operative will carry out planned and corrective building maintenance. A moderate amount of travel is required between buildings, and the Operative will need to effectively plan workload and carry out tasks to a high quality, in a timely manner against SJA priority rating.</p>

3. Main duties and responsibilities	
1	To actively participate in the operation and control of building planned maintenance schemes in line with Property Management Framework
2	To undertake work activities as requested by the Facilities Coordinator/Administrator
3	Perform unsupervised routine maintenance and minor repair work that does not require the attention of a fully qualified craftsman, relating to his/her training
4	Perform inspection and minor repairs of building fabric including fire compartmentation, doors, flooring, drains, glazing, fixtures, fittings, furniture and decoration
5	To carry out routine testing of existing assets and general inspections when required in accordance with British Standards, manufacturer's instructions and other national Codes of Practice
6	To carry out building checks and compile management information and data on instruction
7	To liaise, support and work with colleagues from cross functions on new facilities tasks, projects and repairs
8	To participate in SJA 'Permit to Work' systems, as applicable to the role and work activities being carried out
9	To undertake training for new practices, procedures and equipment, and to keep up-to-date with relevant legislation and regulatory compliance requirements
10	To work in accordance with SJA safety rules and procedures at all times and, ensure that all accidents, incidents, near misses, damages and irregularities are documented and reported in accordance with SJA policy
11	Use all relevant tools safely and responsibly, in accordance with relevant external regulatory requirements.
12	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

4. Person specification			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.			
Requirements	Essential and desirable criteria		Method supporting assessment
	E	D	
Education and qualifications			
Educated to GCSE level (Grade C) or equivalent including Maths & English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
NVQ/BTEC/ONC qualification in a building, construction or Facilities Management discipline	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
Experience			
Use of Microsoft Office and Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Use of Office 365	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of servicing multiple buildings/location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Working in a property or facilities function or similar environment for a minimum of 3 years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of supporting properties that have multiple users, employees, members of the public, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, Knowledge and Capabilities			
Excellent inter-personal skills: able to build and maintain strong working relationships, manage conflict and challenging situations, and work well within a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Proficient in a number of maintenance related skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Current working knowledge of health and safety legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to communicate effectively at the appropriate level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Able to follow instructions and react proactively to changes and issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Self-starter, resourceful, solutions oriented and able to make quick decisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to prioritise, multi-task, plan effectively and work independently, with attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Able to work collaboratively with colleagues from different functions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Motivation			
Ability to work on own initiative and highly motivated to achieve both personally and through the team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to travel to multiple locations and occasional overnight stays when necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: JK

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