

Job Title: Facilities Maintenance Operative
 Reporting to: Facilities Coordinator
 Direct Reports: 0
 Job Band: Band 7
 Size of Team: 100

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. 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.

Key Responsibilities

- To actively participate in the operation and control of building planned maintenance schemes in line with Property Management Framework
- To undertake work activities as requested by the Facilities Coordinator/Administrator
- Perform unsupervised routine maintenance and minor repair work that does not require the attention of a fully qualified craftsman, relating to his/her training
- Perform inspection and minor repairs of building fabric including fire compartmentation, doors, flooring, drains, glazing, fixtures, fittings, furniture and decoration
- 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
- To carry out building checks and compile management information and data on instruction
- To liaise, support and work with colleagues from cross functions on new facilities tasks, projects and repairs
- To participate in SJA 'Permit to Work' systems, as applicable to the role and work activities being carried out
- To undertake training for new practices, procedures and equipment, and to keep up-to-date with relevant legislation and regulatory compliance requirements
- 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
- Use all relevant tools safely and responsibly, in accordance with relevant external regulatory requirements.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative, being highly motivated to achieve both personally and within a team
- Have willingness to learn and adapt new skills
- Be willing to travel to multiple locations and occasional overnight stays when necessary



BE PART OF A LIFE SAVING TEAM



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	Desirable
Education and Qualifications		
Educated to GCSE level (Grade C) or equivalent including Maths & English		
NVQ/BTEC/ONC qualification in a building, construction or Facilities Management discipline		
Experience		
Use of Microsoft Office and Outlook		
Use of Office 365		
Experience of servicing multiple buildings/location		
Working in a property or facilities function or similar environment for a minimum of 3 years		
Experience of supporting properties that have multiple users, employees, members of the public, etc.		
Skills, knowledge and abilities		
Excellent inter-personal skills: able to build and maintain strong working relationships, manage conflict and challenging situations, and work well within a team		
Proficient in a number of maintenance related skills		
Current working knowledge of health and safety legislation		
Ability to communicate effectively at the appropriate level		
Able to follow instructions and react proactively to changes and issues		
Self-starter, resourceful, solutions oriented and able to make quick decisions		
Ability to prioritise, multi-task, plan effectively and work independently, with attention to detail		
Able to work collaboratively with colleagues from different functions		

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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