

# Facilities Technician

<b>Team</b> Facilities	<b>Salary</b> Band D
<b>Team responsibility</b> No people management	<b>Line manager</b> Facilities Officer

### The job in a nutshell

This role includes; completing compliance, building safety and fire safety checks to legislative requirements for non-domestic buildings, community centres, offices, depots and block communal areas. Customer safety is at the heart of everything we do and in this role you will take centre stage in the completion of a busy programme of compliance testing, maintenance and repairs inspections. You will play a key role as part of a dynamic team that is constantly developing and looking for new and improved ways of managing fire safety across our portfolio of non-domestic and commercial properties.

### Duties and responsibilities

- Completion of compliance, building Safety, and fire safety inspections and testing to legislative requirements and reporting to auditable standards for non-domestic buildings, community centres, offices, depots and block communal areas.
- To champion and lead by example a culture of safe working practices, working to our corporate risk assessments and method statements as required
- Manage, Issue, remove, and store items using our NTR and TORT process adhering to the timescales and deadlines.
- Checking, fault finding and resetting of technical emergency equipment such as Routers, PSU units and Door entry systems where required, using the electrical safe isolation process and RAMS where applicable.
- Remove fly tipping from non-domestic properties (within Facilities remit) as required due to fire risk, and work with the housing officers to recharge, and provide evidence for tenancy action.

Version No	Revision Date	Reason for Revision	Job Evaluation Number
2		New JD template	

- Respond to urgent maintenance calls in respect of compliance and servicing elements to our all buildings and communal areas. Liaise with and meet on site when required with maintenance and servicing contractors at communal blocks or Beyond Housing offices and depots

**The above is not an exhaustive list of duties and the role holder will be required to undertake any other reasonable duties in line with the purpose and grading of the role.**

## **What you'll bring to the team/role**

### **Skills, knowledge and experience**

- A working knowledge of Non domestic compliance, building Safety, and fire safety legislation.
- Able to deal with changing priorities and to respond appropriately
- Knowledge and awareness of COSHH and Health and safety legislation for non domestic buildings.
- To have a high attention to detail and accuracy, high quality information and where necessary complete forms electronically.
- Strong IT skills.
- Able to complete technical registers and paperwork, with accuracy.
- Ability to communicate effectively, using styles and methods appropriate to the audience, and in a way that motivates others and inspires confidence and understanding

### **Qualifications**

- Full driving licence
- Qualifications in related field or relevant experience.
- IOSH working safely or the willingness to work towards.

### **It's a bonus if you also bring**

- Fire safety Qualifications
- Risk Management and Method statement experience