

Job Description

Premises Technician

Service Area:	Operations
Reports To:	Operations Manager
Responsible For:	N/A
Scale:	BAND 3 - £26783 - £27803

Overall Job Purpose:

Minor planned and reactive maintenance tasks plus Caretaking and Portering Services across the Council's Corporate estate excluding housing.

Main Duties and Responsibilities:

(This list contains the main duties and responsibilities of the post holder but it is not an exhaustive list)

1. Assist in delivering planned inspection programmes across the designated portfolio.
2. Carrying out ad-hoc repairs of a minor nature, escalating issues which exceed the job holders competence
3. Assist in ensuring compliance with Health and Safety and other mandatory guidelines and legislation in respect of building services and inspections.
4. To ensure an excellent standard of Customer Care.
5. Assist contractors where appropriate at the request of the Operations Manager. Provide support and chaperoning where necessary.
6. Caretaking / Portering duties within the Council's Corporate estate excluding housing.
7. As directed by line management, attendance out of hours in respect of emergency callouts, contractors working out of normal hours, evening and weekend meetings of the Council and third parties (for which additional payment will be made).

8. Ensure all accidents, near misses events or potential hazards are reported to line management immediately.
 9. Be responsible for the care and condition of all vehicles, plant tools and equipment issued to or used by the post holder, completing all related pre use or scheduled safety inspections as required.
 10. Manual gritting / snow clearing in accordance with the corporate gritting plan
 11. Office Moves
 12. Attending issues with car parking machines
 13. PAT testing of electrical equipment in accordance with NNCs PAT testing policy
 14. Ensuring meeting rooms are set up in accordance with booking instruction
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Miscellaneous

1. This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interest of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties as may be determined from time to time to be within the general scope of the post.
2. There may be a need to undertake other and sundry technical and clerical duties on occasions.
3. The post holder will provide cover for colleagues during annual leave and sickness as reasonably required.
4. The post holder will be given training relevant to the requirements of the post and in furtherance of their personal progress.

Additional Information/Local Agreements attached to this post

Post Holder must be willing to travel
Post Holder must hold a valid Driving Licence

I have read and understood the job description and sign to accept the above terms and conditions of employment.

Employee Signature _____ Date: _____

Authorisation Signature _____ Date _____

Person Specification

The ideal candidate will be able to demonstrate the following skills, knowledge and experience

Criteria	Skills, Knowledge, Experience etc	Essential / Desirable	Method of Assessment
Education / Qualifications	A good level of general education	E	Application
	Knowledge of Health & Safety	E	Application/ Interview
	Experience of a Building Management System	D	Interview
	Technical Qualification	D	Application
Skills / Experience	Knowledge of mechanical, electrical and plant installations	E	Application/ Interview
	Familiar with current Health & Safety practice and procedure	E	Application/ Interview
	Knowledge of physiology of commercial and other buildings	E	Application/ Interview
	Familiar with Caretaking and facility management issues	E	Application/ Interview
	Knowledge of COSHH, Fire Alarms, Intruder Panels, Door Access systems	E	Application/ Interview
Miscellaneous	Able to work co-operatively with colleague officers at all levels and external third parties	E	Application/ Interview
	Able to work on own initiative	E	Application/ Interview
	Must be sufficiently active to be able to undertake a wide range of physical tasks	E	Application/ Interview
	Flexible approach to work including weekend and out of normal hours working	E	Application/ Interview
	Able to work unsupervised	E	Application/ Interview
	IT Literate	E	Application/ Interview
	Confident and customer focused.	E	Application/ Interview

