

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Maintenance Officer

Facilities Management, Assets and Environment.

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

To deliver a programme of maintenance and repairs at West Northamptonshire Council's corporate buildings, including reactive, compliance and pre-planned work such as, but not limited to, small decorating jobs, building checks, changing taps, unblocking toilets and maintenance tasks that support keeping WNC corporate buildings safe, warm, and dry.

## **Accountable to:**

This role is accountable to the Facilities Manager, One Angel Square and County Hall and has no supervisory responsibilities. The role sits within Assets and Environment, part of the Place, Economy, and Environment Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. To undertake general maintenance and monitor of systems, including but not limited to, heating, lighting, drainage/gutters and mechanical systems across the corporate estate, and complete scheduled and reactive maintenance works where applicable to reduce the costs of contractor works.
2. To undertake weekly internal and external inspections of WNC corporate buildings, including the roof and assess any defects in the furniture or fabric of the building, together with any defects in the operation of mechanical or electrical systems. After assessing works prioritise and if necessary, repair, or raise to the Property Response Desk and schedule works to minimise business impact and ensure corporate buildings are fit for purpose and remain safe, dry, and warm.
3. To site manage contractors including conducting site induction and familiarisation, and hot work permits when required to ensure compliance with H&S legislation.
4. To raise purchase orders for stock and works, take control of the stock, and manage any accounting for orders raised.
5. To act as a senior Fire Warden in an emergency and undertake weekly tests of the fire alarm systems as required, to ensure it is fit for purpose, and to be competent in the use of other building systems e.g. intruder alarms, and panic alarms.
6. To prepare the function rooms within corporate buildings for meetings and events, including moving and setting up furniture and AV equipment to ensure they are to the requirement of service users and external clients.
7. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
8. Actively challenge and seek to eliminate any direct or indirect discriminatory practice or behaviours.
9. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
General Maintenance & Repair Techniques	Essential	A, I
Excellent Communication Skills	Essential	A, I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
COSHH & HASWA Regulations	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Delivering maintenance activities within a similar sized organisation	Desirable	A, I
Familiarity with hand and power tools	Essential	A, I
Risk Assessment	Essential	A, I
Manual Handling	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
IOSH, Managing Safely or equivalent experience	Essential	A, I, D
GSCE Level 3 or above in English and Maths	Essential	A, I, D
Full clean driving licence	Essential	D
Facilities qualification	Desirable	D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square, Northampton
<b>Job family band:</b>	Operations and Infrastructure	<b>Worker type:</b>	Field-based worker
<b>Salary range:</b>	£26,914 - £27,781	<b>Budget responsibility:</b>	Nil
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

The work involves working at height, manual handling and using hand and power tools.

The work is field based which means that the successful applicant will be working in and around the corporate buildings, with some time at a desk for the requisite administration tasks.

There is no scope to work from home.

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

