**Trainee 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.

# **Purpose and impact:**

To learn the skills to assist in delivering a programme of maintenance and repairs at West Northamptonshire Council’s corporate buildings, including reactive, compliance and pre-planned work such as 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 Maintenance Officer. The role sits within Assets and Environment, part of the Place, Economy, and Environment Directorate in West Northamptonshire Council.

# **Responsibilities:**

1. To assist the Maintenance Officer in undertaking building checks, repairs, and cleaning at WNC corporate buildings to ensure they are fit for purpose for Customers and a diverse workforce.
2. To assist the Maintenance Officer with general maintenance to heating, lighting, drainage, and mechanical systems to ensure that the buildings remain safe, warm, and dry.
3. To undertake small decorating jobs such as painting, putting up shelves, flooring, and tiling to ensure a pleasant working environment for staff and for visitors.
4. To assist with preparing the function rooms within corporate buildings for meetings and events to ensure that they are to the requirement of service users and external clients.
5. To undertake the movement of office furniture in accordance with manual handling procedures.
6. To escort contractors to appropriate areas and ensure that works are carried out correctly and signed of by an appropriate member of staff.
7. To assist with setting up barriers and staging equipment correctly and safely.
8. To be able to work proactively and reactively due to the constant changing demands of the job.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people’s behavioural, physical, social and welfare needs and ensure that reasonable care is always taken 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 |
| Aptitude for working hands on | Essential | A, I |
| Excellent communication skills | Essential | A, I |
| Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period. | Essential | A, I |

|  |  |  |
| --- | --- | --- |
| **Knowledge:** | Essential / Desirable | Measured by |
| Basic understanding of COSHH regulations | Desirable | A, I |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Relevant experience:** | Essential / Desirable | Measured by |
| Manual handling | Essential | A, I |
| General maintenance | Essential | A, I |
| Cleaning techniques. | Desirable | A, I |

|  |  |  |
| --- | --- | --- |
| **Education, training and work qualifications:** | Essential / Desirable | Measured by |
| Grade 3 or above GCSE in English | Essential | A, I, D |
| Grade 3 or above GCSE in Maths | Essential | A, I, 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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hours:** | 08:00 – 16:00 | **Primary work base:** | The Guildhall |
| **Job family band:** | Operations & Infrastructure | **Worker type:** | Field-based worker |
| **Salary range:** | £23,947 – £24,349 | **Budget responsibility:** | n/a |
| **People management responsibility:** | n/a |  |  |

**Working conditions & how we work:**

This role involves regular manual handling, working at height and using hand and power tools.

The role is field based which means that the successful applicant will be working in and around the corporate buildings. However, there will be a small amount of administration which will require the use of a computer.

The role has been identified as a fixed worker type, which means that there is no scope to work from home.

The successful candidate will be willing to train to assist with fire evacuations.

All requisite training will be provided.

# **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.

|  |  |  |
| --- | --- | --- |
| **T** | Trust | We are honest, fair, transparent and accountable. We can be trusted to do what we say we will. |
| **H** | High Performing | we get the basics right and what we do, we do well. We manage our business efficiently. |
| **R** | Respect | we respect each other and our customers in a diverse, professional and supportive environment. |
| **I** | Innovate | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area. |
| **V** | Value | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| **E** | 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”**

