

Job description

Facilities Technician (Multi-Site)

Hours of work: 14 hours per week, worked on a Monday & Tuesday

Type of contract: Permanent

Based at: Nature Discovery Centre, Thatcham, RG19 3FU

Croner Rank: 7

Job Purpose

The Facilities Technician role is to assist the Facilities Manager with the smooth running of the Nature Discovery Centre, Snelsmore and Estovers. The post-holder is responsible for ensuring Facilities checks are carried out in a timely manner and site is safe and clean for staff and members of the public.

Reporting Line

Reports directly to the Head of Commercial Estate & Digital Technology

Line Management

No staff management - supervision of some volunteers

Key responsibilities

- Carrying out Facilities checks on a weekly/ monthly basis
- Carrying out general repairs and upkeep of buildings, assisting with site security
- Assisting with general housekeeping
- Ground maintenance tasks as required – grass cutting and general maintenance
- PAT testing new items (training will be given if required)
- Completing ladder inspections
- Dealing with contractors on site

Person Specification

- Good general DIY skills
- Attention to detail
- Familiarity with Microsoft Office
- A methodical and accurate approach to administration and problem solving
- Current and full UK driving licence and access to a vehicle for work use, or eligibility for funding via Access to Work for a support worker driver
- Ability and willingness to demonstrate the BBOWT behaviours and values

Measurements of Success

- Safe and secure buildings within area of responsibility