

JOB DESCRIPTION

Job Title	Facilities Operative	Department	Facilities
Responsible to	IT & Facilities Manager	Responsible for	NA

Main purpose of job

Working with the IT & Facilities Manager to ensure the workplace and grounds are healthy, safe, neat and tidy.
Being pro-active when dealing with issues on site

Main duties:

- Maintenance of Factory and Grounds, for example;
 - General Maintenance;
 - Simple Electrical work;
 - Plumbing;
 - Carpentry;
 - Painting and Decorating;
 - Grounds Maintenance;
 - Safety Inspections;
 - Emergency Repairs;
- Conduct weekly fire alarm tests;
- Assist with internal moves/modifications;
- Facilitate waste & recycling collections including Metal & WEEE recycling;
- Oversee contractors on site in absence of IT & Facilities Manager;
- To ensure procedures, WSM's are adhered to and to seek advice if in doubt and or recommend any changes necessary;
- To work with the Cleaning Operative for project works ie. stripping and sealing floors;
- Work with managers and supervisors to implement the Company's policies and business objectives;
- Make a positive contribution to maintaining a workplace that is healthy, safe, neat and tidy;
- Carry out any other duties reasonable within capability as required by the IT & Facilities Manager.

Person Specification

- Experience of working within facilities environment; preferable;
- Experience of general maintenance functions; preferable;
- Experience of Electrical and or plumbing work, desirable;
- Able to work under own initiative;
- Flexible, courteous, friendly and positive approach;
- Discretion, confidentiality and professionalism at all times;
- Eligible to work in UK.