



JOB DESCRIPTION

Job Title	Facilities Assistant
Location	QVSR
Reporting to:	Assistant Facilities Manager
Position Type:	Permanent
Hours of Work:	35 hours per week

Role Overview

The role of the Facilities Assistant is to support the Facilities Coordinator with the day to day operation of the mechanical and electrical services and processes that support the core business of QVSR as well as the general maintenance of the interior and exterior fabric of the building.

This role will support the Facilities Manager with any new projects within QVSR and work in conjunction with the Facilities Coordinator to provide a clean, safe living and working environment for both residents and staff.

Key Duties & Responsibilities

- Carrying out general maintenance tasks as reported on the Helpdesk.
- Completing general maintenance projects under the direction of the Facilities Manager.
- Assisting the Facilities Manager in the supervision of all contractors on site to ensure they perform to the required standards.
- Assisting the Facilities Manager in conducting regular audits to ensure safety procedures on site are in place and working.
- Assisting in carrying out Fire Safety procedures when needed.
- Assisting the Facilities Manager in conducting site inspections and assessments to ensure all building procedures and performance measures are maintained at all times.
- Checking the boiler room every morning together with the Facilities Coordinator.
- Performing regular periodic inspections of drains and gutters and any other PPM inspections.
- Carrying out regular water temperature checks.
- Facilitating regular maintenance checks of fire equipment (doors, extinguishers, and detectors) by external contractors.
- Facilitating repairs to major equipment (lifts, boilers and appliances) by external contractors.
- Undertaking necessary repairs to Maintenance and Catering Equipment and liaising with external contractors as required.
- Performing PAT Testing annually.
- Monitoring stock supplies and undertaking monthly stock takes.
- Ensuring workspaces are kept clean, tidy and free of obstruction.
- Taking reasonable care of items of equipment used to carry out tasks, including general cleanliness and advising on faults and need for maintenance or replacement.
- Reporting any defects within the communal areas or resident rooms to the Facilities Manager.
- Reporting any incidents or accidents to the Facilities Manager.

- Acting as the point of contact for maintenance issues in the absence of the Facilities Coordinator or Facilities Management team.
- Being available out of working hours in case of maintenance related emergencies.

Other Duties

- Ensuring that files are kept up to date and containing all necessary information in accordance with relevant statutory and organisational policies.
- Working to agreed individual, team and organisational objectives to meet QVSR performance expectations.
- Attending supervision and appraisal sessions to identify personal development needs.
- To be a designated driver of any company vehicles.

Competencies and Qualifications

- Proven previous experience within a Facilities Coordinator role
- Proven ability to manage multiple and complex operational matters on a daily basis
- Self-motivated; confident & energetic
- Flexible – able to adapt to rapidly changing situations
- Goal-oriented – able to focus on meeting all performance targets
- Strong communicator – good presentation skills and possesses strong verbal & written communication skills

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.