

## JOB DESCRIPTION

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| <b>Job Title:</b> Building Facilities Assistant |  | <b>Ref No:</b> | <b>JE Ref:</b> G801                    |
| <b>Department:</b> Economy and Resources        |  | <b>Band:</b> 3 | <b>Location:</b> Dumfries and Galloway |
| <b>Responsible To:</b>                          | Area Supervisor  |                |  |
| <b>Responsible For:</b>                         | N/A  |                |  |
| <b>Job Purpose:</b>                             | Provide an efficient and effective Soft Facilities Management service within Dumfries and Galloway Council school and office premises  |                |  |
| <b>Main Responsibilities:</b>                   | <ul style="list-style-type: none"> <li>• Undertake a range of property management tasks across the premise, recording all activities and reporting of any faults in accordance with internal procedures and manufacturer's instructions</li> <li>• Provide a range of building facilities services within Council premises in accordance with the agreed quality standards and task schedules</li> <li>• Provide a safe and secure environment for all users ensuring all activities are carried out in accordance with recognised procedures and documented safe systems of work (e.g. COSHH) including the requirements of Health and Safety legislation and statutory regulations. Allocated tasks will be undertaken in line with the Lead Occupiers site compliance monitoring handbook</li> <li>• Work a flexible working pattern, this may include evening and weekend shifts as required</li> <li>• Ensure the safe and proper use of the facilities in accordance with the condition of the Let, together with the reasonable behaviour of the users</li> <li>• Assist in the support of individual pupils in line with school and authority policy and procedures</li> </ul> |                |  |
| <b>Job Activities:</b>                          | <p><b>Building Facilities duties</b></p> <ul style="list-style-type: none"> <li>• Daily checks and maintenance of equipment, carrying out minor repairs and arranging servicing / major repairs through Property Maintenance e.g. safety checks and minor repairs, checking of boilers and water heating systems</li> <li>• Porterage duties including movement of furniture and equipment across all premises; and distributing and storage of materials as required by Lead Occupier/Lets Organiser</li> <li>• Responsible for set up and take down of furniture and equipment as required to meet users' needs. Distribute appropriately/timeously and turn around ready for the next user</li> <li>• Responsible for key holding and day to day security measures are adhered to</li> <li>• Maintenance e.g. safety checks and minor repairs, fabric and furnishings including replacing light bulbs/tubes, fuses, and ensuring adequate supplies of fuel are available</li> <li>• Report defects/damages/pest infestations to the relevant person/department</li> </ul>   |                |  |

- Carry out/assist in clearing paths of snow and grit as required and ensure the general maintenance/tidiness of all public and private areas within the premises responsible for (internal and external), including litter picking, removing broken glass, sharps and debris to ensure and maintain a safe environment for users of the premises
- Ensure that the heating system is operating for short periods during frosty weather to prevent risk of burst pipes etc.
- Remove and dispose of all waste/rubbish using the appropriate receptacle in line with recycling and environmental policies and procedures
- Provide a range of general and emergency cleaning activities ensuring that all areas are clean, operationally safe and fit for use. Adopting established procedures and agreed guidelines, including cleaning body spillages and accidental spillages, removal of graffiti, replenishing consumables etc.
- Undertake specialised cleaning duties such as wooden floor maintenance

#### **Lead Occupier Site Compliance Duties**

- Assist in providing a safe and secure environment for all users ensuring all activities are carried out in accordance with recognised procedures and documented safe systems of work (e.g. COSHH) including the requirements of Health and Safety legislation and statutory regulations
- Ensure all Health & Safety and Fire Safety responsibilities are adhered to and fully met and where applicable complete regular testing and recording as per procedure and guidance, including and not exclusive to emergency lighting (inspections), fire alarms (inspections & reset of equipment) and legionella cleaning of showerheads on a regular basis & recording water temperatures, etc.
- Ensure the efficient use of energy and systems within establishments
- Ensure risk assessments are in place and participate in working groups to update as required
- Ensure accidents, incidents and potential hazards are recorded and reported in line with Council procedure
- Report improper use of the facilities in accordance with the conditions of the let together with the reasonable behaviour of the users

#### **All other duties**

- Undertake activities including operation of powered equipment, manual handling etc
- Undertake a key holding function and activate and de-activate security alarm system and respond to out of hours emergency calls as appropriate and required, following procedure
- Administration processes associated with the role
- Participate at internal management meetings as and when required
- Deliver effective partnership working and commit to supporting corporate initiatives and priorities
- To undertake staff development, including training, as required
- Where applicable, recording details of all bookings for premises

***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.***

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| <b>Performance Management</b> | <ul style="list-style-type: none"> <li>• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.</li> <li>• To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.</li> <li>• To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.</li> <li>• To manage risk, promote risk awareness and prioritise work in light of the risk analysis.</li> <li>• To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.</li> <li>• To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.</li> </ul> |
| <b>Prepared by:</b>           | Jennifer Scott   |
|                               | <b>Date:</b> August 2019   |