

Job Description

Job title	Facilities Assistant	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To work as part of the Facility Assistants team in the delivery of tasks to fulfil the contractual requirements. To ensure that service delivery is maintained to SLA's and ensure that all activities are delivered in accordance with customer expectation. To take the lead in delivering and recording Portable Appliance Testing and Water systems sampling and flushing.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

To work as part of the Facilities Assistants team in the delivery of task to fulfil the contractual requirements.

Take a lead role in managing the Portable Appliance Testing and water systems sampling and flushing.

Maintain records of the activities and report on any issues that may impact on SLA's ahead of target.

Support the technical team in assisting with general maintenance works as and when required and needed.

To hold regular meetings with the FA Team Leader and feedback innovation and / or issues.

To undertake sufficient training to ensure knowledge of the systems required to facilitate the position.

To escalate any and all feedback for quick resolution.

- To communicate effectively with all colleagues to prioritise work and encourage excellent feedback and formulating minutes of meetings between contractors.
- Management of day to day inventory and stock control
- Control all stock from goods inwards to despatch
- Maintain and control stock levels
- To source material and tooling for all related technical jobs
- Processing orders and delivery of spare parts, components and lab equipment
- Distribution of parts to technicians
- To load and unload deliveries
- Source, develop and maintain relationship with suppliers and subcontractors
- Adherence to all EFS and client processes for laboratory conditions

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- Contribution to the smooth running of the laboratories by carrying out a range of non project procedures
- Improved and favourable perception of EFS as a business partner
- Ensure maximum stock levels at all times
- Reduced down time due to lack of available stock
- Painting as directed the interior and exterior of areas.
- Repairing any damage to walls and filling in small cracks/holes.
- Repairing damage to wallpaper.
- Carrying out any ad-hoc maintenance requests.
- To ensure that clients are subjected to minimum disruptions whilst work is carried out.
- As required assess portorage jobs and complete relevant H&S risk assessments, ensuring all staff undertaking the task are appropriately briefed and aware of their responsibilities
- Sorting, delivery and collection of post across site as directed by the Site Manager.
- Moving of office furniture and equipment, ensuring compliance with manual handling, risk assessments and method statements
- Moving of stores and equipment, ensuring compliance with manual handling, risk assessments, method statements and client specific access permits and equipment move and store procedures
- Reconfiguring meeting and conference room furniture and equipment as directed.
- Carrying out and completion of portorage help desk tasks as requested
- To carry out PPM and reactive tasks as instructed
- Carry out minor mechanical works and handyman tasks
- Provide assistance to third parties as and when required
- Act upon reasonable requests and instructions from Site Supervisor, Contracts Manager and Client
- Assistance on other sites can be expected
- To work reasonable overtime as and when required

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

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- Physically able to undertake a number of manual activities on an office and laboratory research and development site.
- IT literate for spreadsheets, database and general word applications essential.
- Ability to multitask and work alone
- Trained in both Portable Appliance Testing and L8 Water Sampling
- Excellent communication skills and the ability to motivate others.
- Willing to learn new skills and can disseminate knowledge to other team members.
- Understanding of Facilities Management would be desired
- Exemplary customer service skills
- Calm under pressure
- Effective organisational skills

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	

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