



## WEST LANCASHIRE BOROUGH COUNCIL

### JOB DESCRIPTION

<b>Directorate:</b>	Development & Regeneration
<b>Service:</b>	Estates and Valuation
<b>Section:</b>	Investment Centre
<b>Job Title:</b>	Building Facilities Assistant
<b>Grade:</b>	Scale 4
<b>Designated Line Manager:</b>	Senior Centre Assistant
<b>Directly Responsible for:</b>	No staff responsibilities
<b>Car Categorisation of Post:</b>	Casual
<b>Purpose of Job:</b>	<p>To provide an effective caretaking, repair and maintenance service, contributing to the smooth running of the Investment Centre by carrying out a full range of on-site duties, both internal and external, as required in order to ensure the Centre continues to be a welcoming, safe and attractive environment for business tenants, their visitors and conference clients alike.</p>
<b>Core tasks (normally 10, but exceptionally up to 15):</b>	<ol style="list-style-type: none"><li>1. To ensure at all times that common areas of the building and its furnishings and décor are kept clean, tidy and in good repair.</li><li>2. To ensure at all times that external areas are kept clean, tidy and safe, including clearing litter/minor debris from site, grounds maintenance and promoting good practice car parking. This extends to include providing access to the building in the event of snow/ice.</li><li>3. To complete an agreed schedule of planned maintenance and testing, internal and external, ensuring that work carried out is of the highest standard and that full records of work undertaken are kept. This includes basic roof maintenance/monitoring of gutters requiring competent use of safety life line equipment.</li><li>4. To identify and address unexpected building/grounds maintenance and repair requirements such as ad hoc issues including electrical, plumbing, heating and ventilation, furnishings and decoration/painting, etc., prioritising and organising own work programme to carry out repair/replacement or acting as supervising officer if external contractors are to be appointed following discussion with the Centre Manager.</li><li>5. To assist with the day-to-day management and set up of the conference facilities, ensuring room layouts, A/V and IT equipment, furnishings, staging, etc., are prepared in line with the schedule of events, liaising with the Centre Assistant on priorities and offering basic support to clients on IT/technical matters as required.</li><li>6. To provide a rapid response service for unforeseen or emergency situations, including providing first aid assistance, dealing with issues calmly and professionally at all times.</li></ol>

7. To inspect, test and maintain a log of fire fighting equipment and emergency lighting, reporting any issues identified, and to carry out weekly fire alarm tests. In addition to assist with fire marshalling during building evacuations, including drills.
8. To monitor the BMS panel (Trend), reporting on plant/faults/performance standards to the Centre Manager.
9. To maintain stocks of general maintenance items and building consumables including hygiene products.
10. To assist with general reception duties when required, providing cover on the main desk, greeting tenants and visitors, answering the phone and assisting with general deliveries.
11. To work on other Council owned sites as appropriate.

**Customer Care:** To meet the Council's Standards of Customer Care at all times.

**Core Tasks:** To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

**Equal Opportunities:** The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

**Health & Safety:** All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

**Legislation:** To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

**Training & Development:** To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

<b>Prepared by:</b>	G. Kinloch	<b>Date:</b>	May 2019
<b>Approved by:</b>	R. Kneale	<b>Date:</b>	May 2019