**Job Description**

**Joiner & General Building Maintenance**

**Level 6**

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| **Responsible To:**  | **Responsible For:**  |
| Surveyor - Fabric  |  |

**About the job:**

In this role you will be responsible for maintaining key infrastructure and carrying out small works such as basic plumbing tasks, joinery, general building maintenance tasks, site inspections and statutory inspections with particular emphasis to Fire Door inspections (full training will be provided for this task) across Chorley and South Ribble Councils.

**Role:**

To ensure all Fire door inspections across the estate are carried out in line with the councils Planned Preventive Maintenance planner.

To undertake small works on a reactive basis, these will include minor maintenance tasks such as basic plumbing duties, joinery tasks, small building tasks and general maintenance inspections and works.

To work closely with the helpdesk team and all the surveyors to ensure reactive tasks are responded to and actioned as quickly and efficiently as possible.

Ensure that there is good records management across the property and estates functions, making good use of technology and supporting service delivery.

Working closely with the Operational Assets service ensure that the councils’ buildings, assets, and estates are safe, meeting legislative requirements, including via a rolling programme of condition surveys and development and delivery of a planned maintenance programme.

Provide updates to the property team to ensure any areas of non-compliance are addressed quickly and efficiently this may require subcontractor interaction.

Oversee contractors are working safely and raise any concerns to the surveyor / leadership team.

To be flexible and carry out other reasonable responsibilities and duties, which fall within the broad scope of this post.

**Responsibilities:**

**Line Management:**

* You will have no line management responsibilities within this post

**Corporate:**

* Carry out your duties and responsibilities in line with Health & Safety Policies and associated legislation
* You will actively promote customer care, value for money and performance management
* You will manage organisational risk effectively and ensure effective governance around decision making
* Your duties will be carried out in line with our equality scheme
* You will be compliant at all times with GDPR and data protection legislation
* You will constructively participate in communication and promotional activities
* You will promote an environment of continuous learning & development and professional behaviour in line with the organisations’ values and behaviour.
* You will effective support change
* To ensure that all activity complies with Standing Orders and Codes of Practice

**Organisational:**

* You will be committed to the councils’ visions, values and associated behaviours, including trusting and empowering staff and colleagues.
* You will know what your teams’ role is in delivering this.
* You will understand and communicate the Councils’ plans ambitions and position to your team, supporting your team’s understanding and engagement in delivery.
* You will create an inclusive culture which provides opportunities for everyone to participate and progress in
* You will have effective relationships across all Directorates, with stakeholders and external partners to ensure the councils’ priorities and objectives are met.
* You will positively promote and represent the Councils at all times
* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role

**What the successful candidate will have:**

**Qualifications**

* Have a relevant qualifications within the building industry or equivalent experience.
* A current full driving licence or equivalent mobility

**Experience**

* Experience in working within a large organisation
* Extensive experience in a maintenance environment
* Experience of working on multiple projects at any one time
* Experience of working with electronic CAFM maintenance system
* Experience of working within a team and on your own

**Knowledge**

* Knowledge of current industry legislation and best practice including Health & Safety.

**Skills & Abilities**

* Ability to work as part of a team to achieve results.
* Ability to build effective working relationships with other teams and key stakeholder.
* Excellent communication and presentation skills both verbal and written.
* Excellent IT skills including Microsoft Word and Excel and ability to use CAFM system.
* Excellent planning and organisation skills.

**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do

**RESPECT** – Is visible and approachable with colleagues

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team