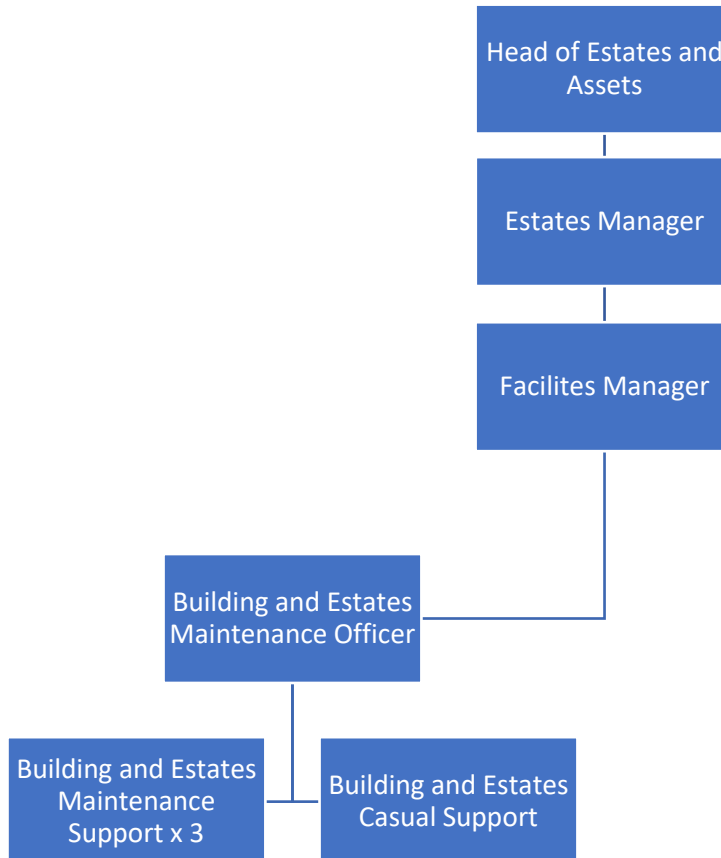


<b>Job Title:</b>	<b>Building &amp; Estates Maintenance Support</b>		
<b>Post Reference</b>	<b>Fixed Term 1 Year</b>		
<b>Grade: 3</b>	£25,979 - £29,777	Hours: 37	Monday to Friday
<b>Reports to:</b>	Facilities Manager		
<b>Line Management responsibilities:</b> (Direct and Indirect)	None		
<b>Directorate/ department:</b>	Facilities		
<b>Location:</b>	RBFRS HQ, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD		
<b>Politically restricted:</b>	<del>Yes</del>	<b>No</b>	
<b>Level of DBS Check Required</b>	<input checked="" type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>		
<b>Main Purpose of the Job:</b>			
<p>The main purpose of the role is to support the Facilities Department for the management delivery of both an effective repair and maintenance defect process for all RBFRS sites, and assisting with upcoming EDI and Contaminants Projects across the service.</p> <p>The role will be a practical and approachable individual who will provide good quality support maintenance and repair services to all locations within the RBFRS portfolio. The post holder will be supporting the day to day activities of the Facilities Department, such as minor repairs, decorating, minor refurbishment tasks and prompt action for repairs as directed by the Facilities Manager and Building and Estates Maintenance Officer.</p>			

## Organisational Structure



### Key responsibilities and Deliverables:

Reporting to the Facilities Manager and Building Estates Officer on a daily basis, to ensure that maintenance priorities are planned for the day.

Assisting with upcoming EDI and Contaminants Projects, by completing minor works including painting & decorating; basic carpentry & basic plumbing to an excellent standard.

Maintain RBFRS premises by carrying out minor repairs on reported defects

React quickly to emergency defects by liaising with external contractors and assisting with to completed works.

Liaise with RBFRS workplace/site managers on the assigned task to be undertaken, supporting that all Health and Safety arrangements are in place prior to commencement of work.

Assisting, when required with monthly fire testing at RBFRS sites to ensure that Fire Safety compliance is maintained.

Assisting when required, to recording the relevant meter reading of utilities (Gas, Electrical and Water) on a monthly basis at all RBFRS sites and maintain accurate records for auditing purposes.

Completing monthly maintenance and inspection of defibrillator units located outside of RBFRS Fire Stations ensuring records are accurate, including the reordering of parts as required to maintain operational units.

Comply with RBFRS lone worker policies and communicate location to the department when completing tasks that are classed as lone worker.

Assist with other duties on occasion, when the Facilities Department need to maintain a service, as part of the department's resilience arrangements.

## Personal Specification

<b>Qualifications and training</b>	On recruitment	After Training
Full UK Driving Licence	Y	
English and Maths GCSE or equivalent qualification	Y	

<b>Knowledge, skills and experience</b>	On recruitment	After Training
Good understanding of general building maintenance such as decorating, plumbing, carpentry and basic repairs to fixed assets.	Y	
Ability to make decisions within own area of responsibility, demonstrating strategic thinking skills and to effectively cope with conflicting and complex building repairs	Y	
Excellent self-management, with good planning and organisational skills to work on own initiative. Ability to analyse and identify possible causes of problems and implement solutions to minimise future occurrence.	Y	
Excellent interpersonal skills confident to communicate effectively with stakeholder, outside agencies and supporting teams.	Y	
Knowledge of Building Regulations and compliance legislation.		Y
Knowledge of relevant RBFRS policies and procedures including those relating to data protection and confidentiality.		Y

## Other Requirements

Ability to travel to other locations within the county of Royal Berkshire.  
Flexible approach to working hours and attendance and ability to attend sites out of hours on occasion.

<p><b>RBFRS Behaviours</b></p> <p>RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below</p> <ul style="list-style-type: none"> <li>• Leading Yourself <input checked="" type="checkbox"/></li> <li>• Leading Others <input type="checkbox"/></li> <li>• Leading the Function <input type="checkbox"/></li> <li>• Leading the Service <input type="checkbox"/></li> </ul>	
Personal Impact	<p>Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.</p> <p>Take responsibility for your own performance (including personal fitness) and participate positively in development activities.</p>
Working Together	<p>Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.</p>
Delivering Quality and Service	<p>Treat members of the public with respect.</p> <p>Respond to the different needs of individuals and groups within the organisation and in the community.</p>
Organisational Effectiveness	<p>Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour.</p> <p>Demonstrate commitment to helping the service achieve its corporate commitments and vision.</p>
Safety and Wellbeing	<p>Practice and Promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.</p>

<b>Profile prepared by:</b>	Michelle Halliwell Facilities Manager		
<b>Approved by:</b>	Head of Estates and Assets		
<b>Profile Effective from:</b>	February 2024	<b>Last reviewed:</b>	July 2024
<b>Post holder name</b>	<b>Signature</b>		
	<b>Date</b>		