

Sparks Managed Services Ltd

**Job Description**

**Post:** Building Services Officer

**Company:** Sparks Managed Services Ltd (SMS)

**Location:** The Sheffield College

**KEY DUTIES AND RESPONSIBILITIES**

In particular, the post holder will be responsible for:

**Security of Premises**

1. In conjunction with the Line Manager, ensure the provision of effective security of the buildings, contents and grounds, including locking/unlocking and setting of alarms;

**Cleaning**

2. Ensuring that all buildings are properly cleaned and, where appropriate, undertaking emergency and occasional cleaning;

3. Cleaning and tidying appropriate external areas including the removal of litter and the emptying of litter bins;

4. Ensuring segregation of waste for recycling, by the provision of specialist bins and operating specialist waste equipment and machinery;

**Repairs and Maintenance**

5. To identifying and report any defects or faults along with required repairs and maintenance to College buildings and estates equipment;

6. Undertaking minor repair and maintenance work relative to the fabric, fixtures and fittings of the building, equipment and furniture following appropriate training;

7. Undertaking immediate action when faced with an emergency, e.g. vandalism, etc.

**Contract Monitoring**

8. Undertaking monitoring of appropriate estates related contracts in line with College policies, including all contractors’ personnel on site and assisting in the preparation of written reports;

**Porter Duties**

9. Undertaking porter duties as required, including the responsibility for the receipt of goods and services;

10. Accept, sort and distribute internal & external mail/parcels

11. Moving furniture and equipment for classes, functions, meetings, exams and College moves;

**Driving**

12. Acting as relief driver as and when required, ensuring current legal requirements are complied with;

**Staffing**

13. Undertaking appropriate training and personal development as required as part of a planned training programme;

14. Providing sickness and absence/holiday cover where appropriate;

15. Providing, with appropriate training, cross-site cover when required;

**Health and Safety**

16. Complying with health and safety regulations and codes of practice in the provision of a safe and healthy working environment;

17. Undertaking duties which ensure a safe and healthy working environment for all site users;

**Administration**

18. Assisting Contract Manager in collecting and maintaining suitable information systems appropriate to the post and needs of the site;

19. Assisting the Contract Manager in obtaining appropriate equipment and supplies;

20. Taking sole responsibility for dealing with emergency situations in the absence of Line Management and informing Line Management of actions taken as soon as possible;

21. Undertaking any other reasonable duties.

**Building Service Officer – Personal Specification**

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|  | **Essential/Desirable** |
| **Skills** |  |
| Clean current driving licence | D |
| Training in Trade skills to carry out minor repairs | D |
| **Work Experience** |  |
| Carrying out minor repairs to pluming, joinery and paintwork etc. | E |
| Have a good head for heights | E |
| Experience of handling emergency situations and see through to completion  **Interpersonal Skills** | E |
| Good communication skills, both written and verbal | E |
| Be prompt, reliable and flexible | E |
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