# **JOB DESCRIPTION**

**Job Title:** Facilities Operative

**Responsible To:** Facilities Manager

**Job Purpose:** To undertake a range of duties related to the College facilities and estate including - Site Services/Porterage/Maintenance/Mail Room/ Transport/Security/Caretaking

**Principal Responsibilities**

1. To carry out and cover relevant site service maintenance, porterage, mail room, transport, security, caretaking and other support service duties on any College site as appropriate;
2. To carry out maintenance and temporary repairs to property, fixtures and fittings on any College site as required;
3. To ensure the security of the College estate and buildings, together with its contents, including key holder responsibilities and the operation of security alarm systems and attending to out-of-hours call-outs etc when required;
4. To support staff in potentially difficult situations with others including students or unauthorised visitors, diffusing any potentially difficult situations in a tactful and appropriate manner;
5. To direct personnel and the public to relevant areas on site and ensure that only staff, enrolled students and authorised visitors are on the College premises;
6. To carry out routine identification checks with students, staff and visitors;
7. To visit and monitor student areas at key times e.g. break, lunch, arrival and departure etc;
8. To undertake traffic control duties;
9. To adhere to College procedures regarding vehicle hire and company vehicles (e.g. to monitor mileage, relevant roadworthiness certificates and to ensure that regulation maintenance is carried out in accordance with the manufacturer’s recommendations etc);
10. In the absence of the Colleges & Facilities Assistant, to be responsible for the booking of vehicles required by staff travelling on College business and to ensure that all relevant documentation is completed by staff and that vehicles are available and returned at the specified times;
11. To ensure that the College CCTV system is fully operational at all times, liaising with the CCTV provider as appropriate and take appropriate action when incidents occur;
12. To maintain adequate records of incidents and to provide evidence of such incidents when requested as permitted by the Data Protection Act and College regulations;
13. To oversee the day to day running of the goods inwards office and to monitor the general work of the mail room, sort & distribute / collect external and internal mail from and to specified collection points Group wide as and when required (Morning/ Afternoon);
14. To ensure deliveries & collections of mail takes place from Neath to all other sites & vice versa;
15. To handle initial enquiries e.g. telephone and personal callers etc as appropriate;
16. To operate office equipment as directed e.g. franking machine, fax, photo copiers, CCTV;
17. As a College master key holder, to ensure the security of the keys at all times;
18. To receive deliveries of goods and to notify the appropriate person of their availability & carry out porterage as necessary, ensure secure storage of goods not collected/ awaiting collection/ return goods to suppliers when necessary;
19. To ensure all visitors to the department are signed in, including contractors/ issue master keys to service contractors & monitor the return of keys;
20. To attend in emergencies e.g. flood, fire, intruders etc and take action as required;
21. To carry out regular inspections and tests of security/fire alarms and report all faults, as required;
22. To assist in evacuation procedures;
23. To undertake water hygiene monitoring and water temperature testing of the hot and cold water outlets and report all faults as required;
24. To be familiar with the Health and Safety policy and fire regulations;
25. To act as a College First Aider and Fire Marshal;
26. To provide general porterage duties;
27. To ensure that no combustible materials are left in inappropriate areas and good housekeeping at all College locations is maintained;
28. To report any repairs, damage to property or maintenance work required at the Group premises;
29. To report to the Facilities Manager immediately any damage to property or any defects to facilities;
30. To perform all duties with as little interference as possible to Group work, staff or classes;
31. To complete all necessary paperwork requested as appropriate;
32. To assist with the provision of examination facilities;
33. To assist with/support Group events, including those taking place at weekends;
34. To drive the Group works vehicle between campuses.

**College Responsibilities**

1. To actively promote the diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To adhere to all College policies and procedures;
6. To undertake professional development as required, and
7. To undertake other appropriate duties as required by the line manager.

It should be noted that this Job Description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manger and the HR Manager which may lead to revisions in light of the operational requirements of the College.