

Facilities Officer at Numatic International Ltd, Chard

The Facilities Officer will provide a range of Facilities services to help create and maintain a welcoming, safe, clean, efficient and robust working environment for staff, contractors and visitors.

The role will operate between the hours of 9am to 5pm, however some flexibly in line with the needs of the business, with some occasional out of hours' work may be required. This would be planned in advance and recouped in lieu.

Main duties:

- Provide first line support handling general Facilities enquiries and day to day requests, record and deal with faults/complaints (refer to others as necessary), act as a central point of contact.
- Deputise for Facilities Manager
- Supplier/service Management – ensure goods and services provided meet the contract requirements (KPA's, SLA's)
- Energy and water management- including Purchasing requirements
- Manage the onsite security
- Manage the electrical testing in conjunction with maintenance engineers to ensure statutory compliance, testing is carried out as per PPM schedule, maintain accurate records and ensure any remedial actions are carried out in a timely manner.
- Manage the water testing to ensure to ensure statutory compliance, testing is carried out as per PPM schedule, maintain accurate records and ensure any remedial actions are carried out in a timely manner.
- Raise Requisitions for small works/equipment
- Carry out regular checks around the site
- Contractor and service Quotations
- Assist the Facility Manager on FM tasks and projects.
- Responsible for the development of informative Facilities Management intranet pages.
- Undertake Fire Marshal and First Aid duties after training as required
- Monthly Meter reads
- Spill Kit trainer

About you:

- Must have experience within a multi-faceted Facilities role within a customer focussed environment
- Must have experience of the facilities management function across a full range of services including building infrastructure, heating/cooling systems, lighting, intruder & fire alarms.
- Experience of working in a multi building site environment would be an advantage.
- Proven understanding of Building Management Systems (BMS)
- Proven understanding of drainage, interceptors, roads, sanitation
- Experience in project planning from inception to completion
- Must have a sound working knowledge of building regulations
- Understanding of CCA and SECR
- Proven ability to bench mark goods and services to ensure value for money, quality and cost effectiveness
- Experience of effective collaboration with other subject matter experts, both internal & external eg Surveyors, H&S, M&E, Risk, Legal, Safety and Security, HR, Information
- Proven understanding of environmental legislation
- Proven understanding of water & electrical safety
- Experience of sourcing cost effective quotations for various works and services
- Proven understanding of PPM schedules, KPA's and SLA's.
- Experience in contract management, especially services
- Able to work flexibly, lead/work within a small team, establish effective working relationships with colleagues, contractors and maintenance team to provide a practical contribution to a safe and comfortable work environment.
- Be able to exchange information and generate new ideas to explore new and better, cost effective ways of doing things and be able to respond to changing circumstances
- The post holder will be expected to carryout duties in a variety of environments from office to warehouse, manufacturing, kitchen and externally around the whole site.

How to apply:

Please send a CV and covering letter to jobs@numatic.co.uk

Closing date: 8th October 2021

Salary: £35,000 - £40,000 per annum depending on experience

