

Maintenance Facilities Assistant

DEPARTMENT: Maintenance Facilities, Operations

ABOUT THE ROLE:

The Maintenance Facilities Assistant will be responsible for the completion of routine maintenance and scheduled checks to ensure excellent building welfare and facilities are legally compliant.

Liaising with other experts, the Maintenance Facilities Assistant will carry out routine planned preventative maintenance whilst responding to the changing needs of the organisation.

The Maintenance Facilities Assistant will act with some independence whilst undertaking procedures that will support continuous improvement and contribute to the work of the department whilst supporting the celebration of local successes.

RESPONSIBILITIES:

- Provide information to other employees relating to site services activities, communicating progress and requirements to relevant stakeholders.
- Work within a workshop or factory environment as required.
- Work largely reactively, carry out the routine operation of equipment including inspection, cleaning, and maintenance in accordance with operational instructions.
- Report faults and compliance issues to Deputy Maintenance Facilities Manager to ensure quick diagnosis of routine problems.
- Carry out routine planned preventative maintenance to ensure a safe working environment for all employees, examples include compliance checks on Portable Appliance Testing, fire alarm emergency lighting and tap temperature testing as well as EV Chargers and electric gates.
- Carry out water treatment processes and Legionella testing
- Ensure that health & safety practices, legislation, and company procedures are always adhered to.
- Keep accurate and up to date records relating to planned preventative maintenance, ensuring legal compliance.

ABOUT YOU:

- Ideally you will have experience of water treatment processes including chemical dosing (although this can be trained if needed)
- Experience of working in a manufacturing environment would be advantageous
- Experience of carrying out maintenance in a busy working environment
- You must be happy working at height

Closing Date: 10/05/2024

SALARY: £28,000 - £30,000 p.a DOE

How to apply: Please send your CV and Covering Letter to jobs@numatic.co.uk