

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Facilities Technician/ Handyman
Post Holder	
Accountable To	Assistant Facilities Manager
Responsible For	Contributing towards an effective and efficient Facilities Management Service
Department	Facilities

Overall Purpose of Job

As part of a team of Facilities Assistants, responsible for providing maintenance provision across all campuses and sites for Borders College and Heriot Watt University under SLA. Providing both Planned and Reactive maintenance across a wide range of equipment, buildings and areas to maintain a secure and safe environment.

Main Duties and Responsibilities

The following outline of major tasks, activities and areas of responsibility is not exhaustive. Post holders are expected to carry out activities within their ability/experience and within the overall remit and spirit of the post.

Planned Maintenance

- Ensure Legionella water temperature tests are completed and logged across all sites on a monthly basis on all hot and cold water systems.
- Ladder safety tagging on a yearly basis to ensure all ladders are safe to use.
- PAT Testing of all high risk and heavily used items to ensure all items comply with regulations and are safe for use across all sites.
- Check all Lighting circuits to ensure all lighting is working as per requirements and repair/replace as required.

Reactive Maintenance

- Carry out all minor building repairs and works within limits of competency and training inc, locks and door furniture, departmental equipment, flooring, all minor joinery, plumbing, electrical, roofing works, paving and brickwork, College vehicles. Erect access equipment where required including scaffolding.
- Electric sockets and switches are replaced when broken or faulty, as are lights fittings and external lamps so all areas are lit and safe, all college machinery, power tools, handheld items are tested regularly to ensure safe use.
- Receive and respond to helpdesk calls to ensure response within pre designated timelines.

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Facilities Team Cooperation

- Assist the set up the Main Hall seating for lectures and exhibitions, and the High mill and small lecture theatre.
- Assist the set up furniture and equipment in meeting rooms, and other areas to meet curriculum and operational requirements.
- Assist in the installation of internal equipment, TVs and screen installations, liaising with ICT and other sections to ensure minimum disruption to customers.
- Unpack and commission new equipment purchased by departments to ensure equipment operates as per manufacturer instructions.
- Assist with all fire evacuation/drills.
- Keep all external signage up to date and replace as required.
- Maintain safe pedestrian access to all campuses, and remove or repair any hazards.

Other Duties

- Regularly inspect the Campus premises, carry out repairs or Facilities management of any defects observed, and repair where required.
- Respond to Facilities Helpdesk calls as assigned by the Assistant Facilities Manager or Team Leader.
- Assist in fire evacuation/drills as a fire marshal ensuring the buildings are evacuated and free from personnel, ensure fire signs/notices are correct and replace, hazard warnings are present during building works.
- Provide assistance to contractors working on the buildings and grounds.
- Contribute to the Facilities team plan and monitoring of progress towards achievement of team targets.

Parking and Vehicle Fleet

- Maintain the College fleet of vehicles (non-mechanical maintenance only). Ensure vehicles are kept clean, fuelled and any damage reported.

Personal and Professional Development

- Adopt flexible working methods to meet the changing needs of the College, including ID badge and disclosure needs
- Take part in any training and development activities identified as appropriate to the post and use them as part of the post,

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB DESCRIPTION

PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
	SCQF Level 4 in a related subject area	E

KNOWLEDGE		Essential or Desirable
	Extensive knowledge of multidisciplinary building trades including	E

EXPERIENCE		Essential or Desirable
	Experience working within a large diverse environment	E
	Experience of multidisciplinary construction trades including but not limited to, Electrical, Plumbing, Joinery, PAT testing, Legionella management and grounds maintenance	E
	Experience of managing general repairs and maintenance within a diverse environment	E
	Experience managing diverse workload including online task management systems	E

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Excellent communication skills – both individual and group.	D
	Negotiating and influencing skills	D

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Good time management & organisational skills	E
	Effective decision-making skills	D
	Good IT skills in particular email, word, excel, teams	E
	Ability to work flexibly and effectively respond to changes	E