

Job Description

Job Title	Facilities Operative
Directorate	City Development
Service Area	Corporate Landlord
Grade	4
Competency Level	1
Salary	£25,119 - £28,770
Job Type	Office Based
Location	City Wide
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

To provide a range of portering and other building related services to the council operational premises

Directly Responsible For:

None

Directly Responsible To:

Facilities Manager

Main Areas of Responsibility:

- Building security, including the opening up and securing of premises and car parks, switching lights on and off, booking keys in/out and completing security logs where necessary ensuring managers are fully appraised when responding.
- The safe handling and operation of all associated plant, machinery and equipment, including the timely reporting of any faults.
- Replenishment of consumables in toilets, kitchens and other areas as required.
- The sweeping and general cleaning within buildings, grounds and managed car parks. This will include steps, landings, pathways, loading bays, accessible flat roofs, cellars, gullies, gutters, gates and railings.
- Various cleaning tasks including, internal glazing, brasswork/fittings, light fittings and shades, noticeboards and directional signage.
- Carrying out checks to fire alarms, emergency lighting systems and fire doors.
- Provision of stewarding duties in the event of emergencies requiring building evacuation.
- Checking clocks and replacement of batteries as required.
- Replacing lamps and reporting faults.
- Undertake minor repairs.
- The appropriate use of mobile phones and other communication devices including handheld devices.
- Connecting/disconnecting and reconnecting of I/T equipment.

- Liaising with building contractors when on site including the Permit to Work system.
- To undertake weed removal, maintain shrubbery and other grounds maintenance duties as required.
- Undertake removal and relocation of furniture and other items as required.
- To undertake driving duties in full accordance with the council's Occupational Driving Policy.
- To undertake formal driving duties in support of civic and other formal events.
- The raising and lowering of flags.
- The removal of all waste to designated collection points including general, recyclable and confidential waste. This will include removal to remote sites for disposal.
- The emptying and securing of confidential waste bins in line with agreed procedures.
- Undertake individually, or as part of a team, the servicing and testing services provided to all council premises in line with all agreed procedures.
- Undertake all relevant on-site duties in support of the council's water management procedures including flushing, temperature recording, water sampling as required.
- To ensure that all relevant records are maintained in line with agreed procedures.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Supervision and Management Responsibility:

- No supervisory line management responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- Working in adverse weather conditions, manual handling of loads and driving.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Current driving license and access to a vehicle (A,I)
- Demonstrate a willingness to undertake any additional training as required to further improve/enhance the job and delivery of the service (A,I)

Experience

Essential

- Experience of furniture relocations and manual handling techniques (A,I)
- Experience of health and safety practices and procedures (A,I)
- Experience of basic office admin skills, including pc use and record keeping (A,I)

Desirable

- Extensive driving experience (preferably in light manual commercial vehicles)
- Experience of basic D.I.Y
- Familiarity with CCTV and security alarm systems
- Experience of delivering services across the corporate estate

Skills/Abilities

Essential

- Good verbal communication skills and the ability to deal confidently with a broad range of people (including contractors) (A,I)
- To be competent in the delivery of all relevant services (I)
- Ability to navigate and plan driving routes using maps (I)

Desirable

- Ability to complete basic reports and administrative work relating to all relevant work activities
- Ability to use initiative and prioritise workloads
- Ability to work alone or as part of a teams
- Ability to undertake basic D.I.Y duties
- Ability to connect and disconnect a PC monitor and keyboard

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

- The flexibility to undertake some early starts and late finishes and occasional weekend and bank holiday working if required (A,I)