Job Description

Facilities Maintenance Operative (FMO)

**SALARY:** Competitive

**HOURS** 1950 Annualised

**WORKING PATTERN** Monday – Sunday

**LOCATION** The ACC Liverpool Group Kings Dock, Liverpool, L3 4FP

**PRIMARY FUNCTION OF THE JOB:** The Facilities Maintenance Operative will be responsible for the maintenance and general upkeep of the building infrastructure. The role will involve maintenance duties such as joinery, painting, carpet tile replacement and assisting Facility Maintenance Engineers (FME) in the delivery of Exhibition Services which will include main pulling and stand mark outs.

**DIRECTLY RESPONSIBLE TO:** Senior Facilities Maintenance Operative

**DIRECTLY RESPONSIBLE FOR:** N/A

**MAIN AREAS OF RESPONSIBILITY:**

- To undertake site and equipment planned inspections to comply with the pre-planned maintenance regime.
- To undertake repairs and maintenance as required including painting, joinery, plumbing, repairs and maintenance across the business.
- To monitor a number of areas of the FM systems and operations including but not limited to the following:
  - Internal and external doors
  - Paintwork across the campus
  - Interior and exterior condition reporting
  - Plant and equipment
• To work in support of the FME’s to deliver Exhibition services which will include but not be limited to the following:
  • Power and data cable pulls
  • Water and waste installation to stands
  • Exhibition mark outs
• To liaise with the Senior FMO and wider FM team ensuring that good lines of communication are maintained and that all relevant documentation is maintained accurately and is available on demand.
• To work closely with the Support Services team on allocation and prioritisation of jobs.
• To actively work through the open jobs on the CAFM system and close once complete or reschedule depending on nature and complexity of job.
• To ensure the proper use, care, security and maintenance of all The ACC Liverpool Group equipment so that it is not misused or misplaced and to ensure that a high standard of housekeeping is met at all times.
• To maintain a working knowledge and awareness of developments in industry equipment, practices and regulations.
• To take a proactive role in maintaining compliance within the legal framework of current Health and Safety regulations as they apply to this job role. To ensure policies, procedures and other guidance issued by The ACC Liverpool Group are always implemented.
• To take a proactive approach in ensuring that all support providers and third parties adhere to the Health and Safety guidelines specified by The ACC Liverpool Group.
• To assist in the development and completion of risk assessments, work permits and procedures for all facility maintenance activities.
• To maintain the building to a high standard and minimise repair costs.
• To treat all plant and equipment with care in order to prolong its working life and to return all equipment to the workshop when not in use to ensure it is available to other colleagues.
• To support the wider Operations and FM teams including Venue Logistics, Support Services, Security and Guest Relations as and when needed.
• This position will require working any 5 days in 7 and will require evening work, night work, weekends and bank holidays. Furthermore you may periodically be required to work at short notice in order to maintain the venue to its highest standard and to meet the needs of the agreed programme of event activities. This is reflected in the salary for this role.
• To be of smart appearance and customer facing at all times.
• To undertake any other duty as determined by the Senior FMO or the Facilities delivery manager.
• This job description is not intended to be either prescriptive or exhaustive and is issued as a framework to outline the main areas of responsibilities at the time of writing. It is inevitable over time that the emphasis of this job will change therefore this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect the appropriate changes.
• To contribute to the success of the team in meeting The ACC Liverpool Group aims and objectives.