

The **acc** Liverpool Group

THE ACC LIVERPOOL GROUP

Job Description & Role Profile



Department/Team

Facilities Maintenance Operative Apprentice

REPORTS TO: Senior FM Manager

DIRECT REPORTS: N/A

JOB PURPOSE

To provide a high level of service to the department. To assist the team in maintaining the facility to a high standard through planned and reactive maintenance work. To support the FM department in the delivery of events. To fully participate in all training provided, to make a significant contribution to the ACC Liverpool Group.

MAIN DUTIES AND RESPONSIBILITIES

- To undertake site and equipment planned inspections under instruction and supervision to comply with the pre-planned maintenance regime.
- To undertake repairs and maintenance under instruction and supervision as required including painting, joinery, plumbing, repairs and maintenance across the business.
- To monitor under instruction and supervision several 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 and 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 and 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 undertake the apprenticeship training in Property Maintenance.
- To attend college as required and complete all required tests and coursework to complete qualification as well as undertaking study hours outside of work to meet requirements of your apprenticeship and course.
- To work under instruction to complete 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 always met.
- 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 undertake administrative duties for the FM department such as, raising of requisitions, stock control, booking contractors on the ACC Liverpool visitor system and filing of completed FM and contractor work sheets.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to The ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.
- The duties of the post require the flexibility to work various shifts mainly between the hours 8am-6pm including weekends, evenings and Bank Holidays to meet the needs of the agreed programme of events activities.
- 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 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 involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	Maths and English GCSE or willingness to gain maths and English Functional Skills.	Essential	A
EXPERIENCE	Previous volunteering in a similar field or hands on experience of building maintenance work	Desirable	A
SKILLS & KNOWLEDGE	Awareness of Health & Safety Eager to learn and be proactive at work	Desirable Desirable	I
KEY ATTRIBUTES	Pragmatic, resilient, confident, good verbal and written communication	Essential	A/I

Date Modified – Month Year

Key for How Measured:

I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date