

Job Description

Post Title:	Estates & Facilities Maintenance Technician		
Directorate:	Service Support		
Department:	Estates and Facilities		
Location:	LFRS HQ		
Grade:	F	Date:	April 2024

Responsible To:	Estates and Facilities Officer
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Liaison With:	External contractors and employees
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Purpose of Job:

The post holder is responsible for ensuring the upkeep, safety, and functionality of all properties within the LFRS estate, including Service Headquarters. This role involves undertaking property maintenance tasks, managing inventory records, assisting in developing work specifications, and ensuring compliance with health and safety regulations. The primary objective is to maintain premises in a condition that meets the high standards of the Service with a focus on Plumbing installation, maintenance and repair that supports the efficient delivery of services to the public.

Main Activities, Duties and Responsibilities:

1. Undertake property maintenance tasks across the LFRS estate to ensure premises are safe for personnel and equipment.
2. Service and maintain grounds maintenance equipment at Service Headquarters.
3. Conduct inspections to identify maintenance needs and address any defects or issues promptly to prevent disruptions to service delivery.
4. Update inventory records including variety of maintenance works to ensure accuracy and compliance.
5. Assist the Estates and Facilities team in developing work specifications for specialist installations, maintenance, testing, and repair works.
6. Coordinate with contractors and external service providers for specialised maintenance, repair, and installation works as needed.
7. Conduct general maintenance and routine testing of equipment, ensuring safety standards are met.
8. Ensure that works that impact the Estates budget are managed within the following tolerances: Accounting for sums up to £1m. Accountable for delegated budget/income up to £250k
9. Manage the ordering of consumables necessary for equipment maintenance to ensure smooth operations.
10. Ensure the safety and security of buildings and grounds, implementing necessary measures to prevent hazards.
11. Undertake grounds maintenance tasks as required to upkeep the appearance and functionality of outdoor areas.
12. Liaise with LFRS personnel and contractors to coordinate maintenance activities and ensure efficient operations.

Other

6. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
7. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
8. To carry out such duties as may from time to time, be agreed and directed by the CFRO which are commensurate with the grading of this post.

Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Post holder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	Department Credit Card Fixture & Fittings Furniture Repair & Maintenance Credit Card Waste
Budget Indirectly Responsible For:	None
Number of employees Responsible For:	Responsibility for supervising contractors working priorities in line with the department plan and Service requirements.
Qualifications and Experience Required:	See person specification