

## Role Profile

<b>Job Title:</b>	<b>General Maintenance &amp; Fabric Engineer</b>	<b>Grade:</b>	<b>6, 7, 8</b>
<b>Department:</b>	Engineering Team	<b>Post no:</b>	<b>53890</b>
<b>Directorate:</b>	ICT & Property Services	<b>Location:</b>	<b>Perceval House / Greenford Depot</b>

<b>Role reports to:</b>	<b>Fabric Team Leader</b>
<b>Direct Reports:</b>	<b>Nil</b>
<b>Indirect Reports:</b>	<b>Nil</b>

*This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.*

## JOB DESCRIPTION

### PURPOSE OF ROLE:

- To ensure a safe, secure, and aesthetically pleasing environment to the Council's premises in order to promote and support the delivery of Council services
- To provide both a reactive and proactive service at various locations throughout the Borough using a vehicle provided to accomplish this
- To liaise and work in partnership with Property Services Electrical and Mechanical engineering teams to provide efficient solutions to multi-disciplinary building issues
- Support Responsive Repairs function in promoting positive health and safety culture

### Principal Duties

Be responsible for the safe and efficient maintenance of fabric assets and equipment, including doors and fire doors, windows, floors, walls, ceilings, furniture items and associated building fabric

Deliver maintenance such as decorating, tiling, patch plastering, fencing, carpentry, glazing and locksmith tasks in conjunction with the Fabric Team Leader

Produce accurate costing and recharge quotations including in relation to the delivery of minor works packages as required from time to time

Delivery of Fabric Planned Maintenance including Fire Risk Assessment remedials, Fire Door inspection and roof and gutter maintenance

#### **KEY ACCOUNTABILITIES:**

- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Controlling Machines and Processes** -- Using either control mechanisms or direct physical activity to operate machines or processes including computers or vehicles as appropriate.
- **Inspecting Equipment, Structures, or Material** -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Inspecting Equipment, Structures, or Material** -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Personal Health and Safety** -- To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.

#### **KEY PERFORMANCE INDICATORS**

- Annual Appraisal Targets
- SLA
- Quality Standards
- Customer Feedback

**KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):**

Property Services Helpdesk  
Facilities Managers  
Maintenance Team Leaders  
Technical SMEs  
Engineering team  
External stakeholders including Schools and ISS (Catering) staff

**AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):**

- **Sub-Contractors**
- **Discretionary Spend on Materials**

## Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check. **(Delete if not applicable).**

**ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES**

1. Experience of general building fabric repair and maintenance encompassing basic carpentry, decoration, tiling, plastering, masonry and building fixtures
2. Health and Safety awareness including Fire Safety, Asbestos, Risk Assessment, COSHH, Manual Handling, working at height, PASMA, lone working, PUWER
3. Must be organised and demonstrate ownership of issues, follow through, a positive attitude and a commitment to high standards
4. Good verbal communication skills
5. Ability to work on own initiative and prioritise work schedules
6. Must be flexible to support other functions
7. The ability to form positive relationships with colleagues
8. ICT skills including competency in CAFM system and Microsoft packages
9. Must hold full UK driving license
10. Customer service skills

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION (e.g., HCPC)**

1. Qualified to at least NVQ 2 in an appropriate skill – construction / carpentry / joinery or substantial experience of working in fabric engineering field
2. Experience of working in a multi-site commercial portfolio facilities management

operation or similar service delivery environment

#### Criteria Grade 7

1. Responsibility for Health and Safety matters including assessing faults on site and making safe, capturing requirements for permanent fix and whether specialist contractor works require instruction and advising Responsive Repairs Manager and Fabric Team Leader.
2. Using knowledge, skills and experience to survey issues raised as Helpdesk tickets.
3. Diagnose reasons for building fabric faults, capturing these on Concerto and devising cost effective in-house solutions.
4. Coordination of contractors and support to management team in review of risk assessments and method statements.
5. Lead on and provide toolbox talks to wider department including Fabric, Electrical and Mechanical teams in relation to Fabric specific competencies such as working from height, manual handling, and Fire Safety.
6. Provide flexible ad hoc support in relation to a range of discrete work packages such as relocations, refurbishments, access, changes to clocks, flags and other corporate requirements, and document method statements for these tasks for the use of site staff and the wider department.
7. Completion of IOSH or equivalent Health and Safety qualification.

#### Criteria Grade 8

1. BM Trada scheme for Q-Mark Fire Door maintenance accredited.
2. Working towards IPAF and / or PASMA accreditation.
3. Work in conjunction with Corporate Fire Safety management team, maintain and repair Fire Doors and associated equipment and fire stopping elements in accordance with relevant accreditation scheme.
4. Work to approved installation guides and techniques undertaking door-set maintenance and remedial work in accordance with regulatory requirements.
5. Ability to interpret and adhere to the manufacturer's specifications.
6. Be accountable for submitting relevant documentation in accordance with BM Trada Q-Mark Maintenance Scheme.

## Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>