



TRINITY HOUSE

## ROLE PROFILE

### BUILDING SERVICES TECHNICIAN

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#### JOB PURPOSE

To support the Engineering Manager to manage and deliver a safe, efficient, and compliant working environment for the Harwich site, providing technical support to the service. To ensure all systems are maintained to high standards and opportunities for energy reduction are exploited fully.

<b>KEY RESPONSIBILITIES</b>	<b>Facilities management</b>	<ul style="list-style-type: none"><li>▪ Provide facilities management service for the Trinity House estate to comply with legislation and good practice.</li><li>▪ Provide facilities support for Trinity House Estate as required.</li><li>▪ Manage the maintenance contracts and contractors to ensure legal compliance and effective delivery day to day.</li><li>▪ Day to day responsibility for the effective operation and maintenance of the Building Management System (BMS).</li><li>▪ Proactively participate in the development of facilities related capital and revenue funding submissions in conjunction with the Engineering Manager. Monitor and control the budget thereafter.</li><li>▪ Create work instructions and standard operating procedures as required.</li><li>▪ Optimise the energy consumption at the site.</li><li>▪ Adhere to relevant processes and record keeping for audit and legislative compliance.</li><li>▪ Plan and deliver small projects.</li><li>▪ Point of contact for all stakeholders regarding audits and inspections for the facilities function.</li><li>▪ Undertake additional tasks and responsibilities as assigned or necessary, within scope of the role.</li></ul>
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<b>ENTRY REQUIREMENTS</b>	<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in a maintenance / installation role.</li> <li>▪ In depth knowledge of Site Services and their legal requirements desirable.</li> <li>▪ A good understanding of Health &amp; Safety requirements for building management.</li> <li>▪ Excellent IT skills, including use of Microsoft Office.</li> <li>▪ Excellent knowledge of permit to work system with the ability to issue and close permits.</li> <li>▪ In depth knowledge of CDM regulations desirable.</li> <li>▪ Experience of managing contractors desirable.</li> <li>▪ Knowledge of carbon reduction processes and best practice desirable.</li> </ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Relevant level 3 qualification or equivalent experience.</li> </ul>
	<b>Professional Competencies</b>	<p>Taken from the Institute of Workplace and Facilities Management Competency Framework:-</p> <ul style="list-style-type: none"> <li>▪ Risk management</li> <li>▪ Compliance</li> <li>▪ Service innovation</li> <li>▪ Managing service delivery</li> <li>▪ Building maintenance</li> <li>▪ Property and asset management</li> <li>▪ Managing accessibility and inclusion</li> <li>▪ Building safety requirements</li> <li>▪ Procurement</li> <li>▪ Environmental management</li> </ul>