

Job Profile
Facilities Technician

Job Purpose: As part of the Facilities Dept ensure BALTIC is maintained and operated to a high standard, including support for management and maintenance of the building, events, exhibitions and activities in the building and off-site as required.

Key Outputs and Accountabilities

- Undertake routine reactive repairs on the building, fixtures and fittings.
- To understand and support a programme of building maintenance.
- To assist with exhibitions / events installation and de-installation, moving furniture and equipment.
- To assist with the operation / maintenance of building management systems.
- To assist with regular building compliance checks and inspections.
- To assist with the testing / maintenance of building systems.
- To provide on-site assistance in the event of emergencies.
- To assist with maintaining inventories of equipment.
- To assist with IT helpdesk issues and AV queries as appropriate.
- To operate equipment as required.
- To be a designated key holder and provide an out-of-hours emergency call-out service when the Building Services Supervisor is on leave as required. Shift patterns will include weekend working.

Person Specification

Essential

- Knowledge of health and safety at work.
- Practical experience of M&E & HVAC maintenance.
- Knowledge of modern building management systems.
- Ability to lift heavy objects and able to work safely at height within HSE guidance.
- Knowledge of IT support
- Excellent time management and communication skills
- Customer service skills

Desirable

- First-aid at work certificate.
- Scissor-lift operator's licence.
- Fork-lift truck operator's licence.
- Full driving licence.

Reports to: Facilities Manager
Direct reports: N/A
Pay Band: E