

Job Profile
Facilities Technician

Job Purpose: As part of the Facilities Dept to 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 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.

Person Specification

Essential

Knowledge of health and safety at work.

Practical experience of M&E & HVAC maintenance.

Knowledge of modern building management systems.

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 Coordinator
Direct reports: Facilities Apprentice
Pay Band: E

