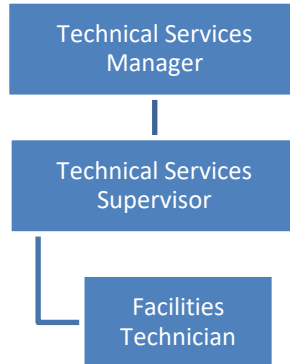


# Job Description

<i>Position Title</i>	<b>Facilities Technician</b>	<i>Department</i>	<b>MARS Wrigley Confectionery</b>
<i>Generic Job Title</i>	<b>Facilities Technician</b>	<i>Segment</i>	<b>Corporate Services</b>
<i>Job Holder</i>		<i>Location</i>	<b>Slough</b>
<i>Reports to</i>	<b>Technical Services Manager</b>	<i>Office / Unit name</i>	<b>Facilities Engineering</b>

## 1. Organisation structure



## 2. Job Purpose

- To provide front line maintenance and repair of site facilities and infrastructure at MARS Slough, occasionally providing support to other MARS facilities

## 3. Accountabilities or “What you have to do”

- To diagnose simple faults and to test and repair domestic water & sanitation systems, furniture, fixtures and fittings including all fabric of the buildings
- To observe, recognise, report and rectify substandard conditions of building finishes and fixtures & fittings
- Basic plumbing, mechanical, carpentry, painting & decorating tasks
- Deliver inductions and contract control for responsible area. Ensure all contractors are working within site rules
- Identify life cycle issues and raise these with possible recommendations
- Support team reviews of planned maintenance activities and identify opportunities to improve cost effectiveness
- Support and improve the site/departmental 5s programme
- To report on defects / symptoms of impending issues across facilities and infrastructure and ensure all data is entered into the company CMMS (Maximo)

<b>4. Health, Safety Environmental Arrangements</b> <ul style="list-style-type: none"> <li>• Raise and or follow task-based risk assessments, COSHH, Manual Handling and Display Screen Equipment ensuring that controls are fully met.</li> <li>• Carry out high risk tasks in full compliance with MARS and / or Sodexo Procedures, Guidance and Rules, and in accordance with responsibilities / duties specified within Sodexo Arrangements when appointed as an Authorised / Competent Person.</li> <li>• Clean up areas on completion of engineering work and maintain the cleanliness of plant, equipment, plantrooms and switch rooms ensuring that the site is free from engineering debris and waste.</li> <li>• Act as a receiving authority under both MARS and Sodexo Permit to Work systems when trained and authorised to safely carry out the duties and responsibilities of an authorised and or competent person.</li> </ul>		
<b>5. Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”</b> <ul style="list-style-type: none"> <li>• Planned, Corrective and Reactive maintenance activities under your control are completed within contract timescales.</li> <li>• All H&amp;S requirements are undertaken.</li> <li>• Reports are completed, and work administration is updated to a high standard and contains all required information.</li> <li>• Positive feedback from the management team and other key stakeholders.</li> <li>• Accomplishes set goals - Demonstrates a constructive approach when faced with obstacles. Committed to delivering the tasks required. Resourceful and self-driven.</li> <li>• Analysis and Decision Making – Makes appropriate decisions. Speaks confidently and coherently. Can analyse problems and propose suitable solutions.</li> <li>• Leadership – Takes responsibility when needed. Acts with initiative. Demonstrates energy and enthusiasm. Seeks opportunities to develop self.</li> <li>• Working with others – Works effectively as part of a team. Shares ideas and information with the team. Responds helpfully and courteously to requests for information or help in a timely manner. Communicates effectively and is a good listener. Keeps an open mind when listening to the views or ideas of others. Makes a confident contribution in all situations.</li> </ul>		
<b>6. Knowledge, skills and experience</b> <ul style="list-style-type: none"> <li>• 5 years' experience in building services</li> <li>• Good communications both written and verbal.</li> <li>• Numerate and computer literate.</li> <li>• Regulated working background</li> <li>• Technical qualification in a recognised trade</li> </ul>		
<b>7. Contextual or other information</b> <ul style="list-style-type: none"> <li>• Training will be required to undertake certain aspects of the role</li> <li>• Travel may be required to attend other sites for training and meetings</li> <li>• This role is primarily site based however there are some mobile aspects to the job that may require visiting other sites from time to time</li> </ul>		
<b>8. Dimensions</b>		
<i>Financial</i>	None	
<i>Staff</i>	None	

	Other	None		
Version	1		Date	15/01/2023
Document owner				

## Contextual or other information

I have read and understood my Job Description		
<b>Job Holder Signature:</b>		<b>Date:</b>
<b>Manager Signature:</b>	<b>Manager Name (PRINT):</b>	<b>Date:</b>