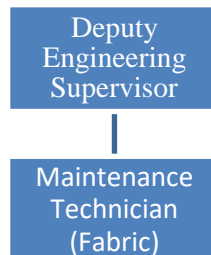


Job Description

<i>Position Title</i>	Maintenance Technician (Fabric)	<i>Department</i>	GSK WREF (Offices)
<i>Generic Job Title</i>	Fabric Technician	<i>Segment</i>	Corporate Services
<i>Team Band</i>	TBA	<i>Location</i>	West London Offices
<i>Reports to</i>	Deputy Engineering Supervisor	<i>Office / Unit name</i>	TBA

1. Organisation structure



2. Job Purpose

- To undertake maintenance and reactive repair to fabric items such as doors, window blinds, sanitaryware and flooring etc. To undertake minor decorating tasks and minor moves and portage.
- To assist the technical team in undertaking maintenance and reactive repair works, under guidance and within your levels of training or competency.
- Carry out PM checks on fire doors and execute repairs where required.
- Be an essential part of the local team who will ensure the safe operation and repair of all M&E building services and fabric equipment on the site.
- To undertake weekend/out of hours working to complete intrusive maintenance activities that cannot be undertaken in client operating hours.
- Working in line with the Permit to Work System.
- Participate in departmental energy saving schemes and promote the understanding and importance of the economic use of energy.
- Take part in Appraisals/Performance Reviews including the recognition of training and development needs.
- Monitor site performance of sub-contractors and report poor performance.
- Use of IT systems (Handheld device) as part of the CAFM system.
- Work in line with issued Risk Assessments and Safe Systems of Work.

3. Accountabilities or "What you have to do"

- Undertake all allocated tasks and perform them in a timely and professional manner.
- Undertake training and appointment as a Competent Person in appropriate disciplines. (Fire Doors)
- Be proactive to identify and report faults with site equipment and take steps to resolve.
- Be proactive to ensure all H&S issues are reported/escalated as required.
- Maintain informal communications with Client staff members related to service levels and issues.
- Report service affecting issues to the site management team for formal communication with the client
- Remain flexible with regards to site attendance and tasks undertaken within personal competency.
- Be fully aware of relevant Health and Safety and general legislative matters.
- Assume responsibility for ensuring compliance with all relevant Health and Safety legislation and site specific health, safety and welfare policies.
- You must ensure that you do not act in any way that endangers your health and safety or that of others. Failure to comply with the requirements of this clause may result in disciplinary action being taken against you, which may include your dismissal or notice.
- All accidents and unsafe situations must be reported immediately and accidents recorded in the Accident Book.
- If we give you safety equipment, protective clothing or footwear you must use it. Clothing and overalls must be kept clean.
- You must attend health and safety training as instructed by your manager to ensure that risks in the workplace are reduced.

4. Key Performance Indicators (KPIs) or "What it will look like when you are doing the job well"

- Planned and Reactive maintenance activities under your control are completed within contract SLA's to avoid PM failures at all cost.
- All H&S requirements are undertaken for every task.
- Reports completed and handheld device updates are to a high standard and contain all required information.
- Positive feedback from the management team and other key stakeholders.
- Accomplishes set goals - Demonstrates a constructive approach when faced with obstacles. Committed to delivering the tasks required. Resourceful and self-driven
- Analysis and Decision Making – Makes appropriate decisions. Speaks confidently and coherently. Is able to analyse problems and propose suitable solutions.
- Leadership – Takes responsibility when needed. Acts with initiative. Demonstrates energy and enthusiasm. Seeks opportunities to develop self.
- 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.

5. Knowledge, skills and experience

- IOSH Passport or CSCS Card
- 5 years experience in a property maintenance environment
- (Preferred but not essential) Previous appointment as CP for one or more of the following disciplines, Working at Heights, Confined Spaces
- Numerate and computer literate.

6. Contextual or other information

- Training will be required to undertake certain aspects of the role
- Flexibility will be required to support other properties within the contracted GSK West London portfolio
- Travel will be required to attend other sites, frequently within the local cluster and occasionally to other clusters and for training and meetings

7. Dimensions

<i>Financial</i>	None
<i>Staff</i>	None
<i>Other</i>	

Version	1	Date	
Document owner			