

Job Profile

General Operative

(GOGFMMAR2010)

Job Title	General Operative
Reporting to	Facilities Manager
No. Reports	None
Business/ Division	Facilities Management
Location	NWRC
Contract Type	Permanent
Hours of Work	36 Hours Per (however the post holder will be required to adopt a flexible approach)
Working Pattern	Hours may vary to suit the requirements of the post from time to time. The work schedule will be based on Monday to Friday, with Saturday working as and when required.
Salary	Negotiable

Job Summary

As the GRAHAM Asset Management business continues to grow & develop we are looking for an enthusiastic, organised, flexible & experienced General Operative to join the team & to provide a full range of general operative services under the direction of the Facilities Manager in accordance with our contractual obligations.

Job Description

The General Operative shall:

SECURITY

- Responsible for securing premises, including ensuring that all windows are closed, doors and gates, both internal and external are locked at the end of each day.
- Open and close the premises and grounds, except in circumstances where the Facilities Manager or other Authorised Person authorises another person to do so.
- Safe custody of the keys of the premises, the allocation of keys to staff (where approved by Facilities Manager) and ensuring that keys are used by the cleaning staff / maintenance staff are returned at the end of each working day.
- Operate fire alarm, intruder alarm and building security systems and report any faults to the Facilities Manager or other authorised officer.
- Attend after-hour alarm callouts, and where appropriate ensure that the premises are secured.
- During normal working hours, report any suspicious activity or breach of security immediately to the Facilities Manager or other authorised person.
- Apply grit / rock salt in times of snow and frost to ensure pathways and entrances are free from snow and ice and other areas as required by the Facilities Manager.

MECHANICAL & ELECTRICAL SERVICES

- Efficient operation of the premises boilers/ heating system as required by the Facilities Manager in accordance with the client's energy efficiency policy.
- Ensure that requisitions for fuel are completed in good time for authorisation by the Facilities Manager.
- Replace lamps, tubs and plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained.
- Carry out monthly / weekly inspections to fire fighting equipment and report any defects to the Facilities Manager or other authorised person.
- Monitor and document usage of fuel, water and electricity.

MAINTENANCE DUTIES

- Carry out handyman duties within the competence of the post-holder.
- Assist with maintenance duties, e.g. painting, shelving, signs, replacing locks and small alterations, minor electrical repairs, plumbing and fabric repairs etc.

CLEANING

- Ensure that all hard surfaces and paths and ornamental grounds around the premises are clean, tidy and free of litter. Litter to be cleaned on a daily basis.
- Ensure that all external surface drains and gullies and kitchen grease-traps within the building complex are free flowing and clean by removing obstructions up to 3.35m.
- Provide a cleaning service to deal with issues such as spillage, flooding, litter or any cleaning problem associated with weather conditions or where rooms are used dually for the consumption of food and educational purposes.
- Clean internal and external signs, light covers, and notices up to 3.35m.
- Clean non-electrical fittings on all portable heating and ventilation equipment.
- Ensure that all defects in equipment used by the General Operative are reported to the Facilities Manager.
- Clean all external fixed glass surfaces up to 3.5m using the appropriate equipment provided to ensure safe working conditions.

PORTERAGE

- Receipt distribution and transport of all stores, materials and other goods as required.
- Transport all refuse bins to and from their collection point and ensure that all bins are clean at all times.
- Prepare rooms for examinations and any other purpose as required including any premises rented by the College for exam purposes.
- Preparation of the Conference / Boardroom for meetings as required including, in exceptional circumstances, and in the absence of catering staff, provision of the refreshments trolley.
- Accompany students with physical impairments as required, e.g. access to lifts, etc.

GENERAL CONDITIONS

- Empty all external litter bins on a daily basis.
- Assist with the replenishment of toiletries, lighting equipment and any other requisites required as necessary throughout the working day.
- Prepare the premises for normal day and evening activities including the inspection of furniture to ensure student safety.
- The post holder will be required to carry out driving duties as and when required by the College.
- The post holder will normally be required to either hold or complete a course qualifying them as a recognised first aider within six months of taking up the post, and agree to act as a first aider for the company.
- The post holder will be required to assist in the evacuation of the building in the event of a fire drill or an actual emergency by acting in the capacity of Fire Warden or Fire Marshall.
- All duties must be carried out to comply with:
 - The Health & Safety at Work (NI) Order 1978;
 - Acts of Parliament, Statutory and Regulations and other legal requirements;
 - COSHH Regulations and all relevant Codes of Practice.

ADMINISTRATION

- Provide the Facilities Manager with timely reports on any defects in the premises externally and internally.
- Complete all paperwork/documentation associated with the post including timesheets and written reports when required.
- Provide records of consumable stocks.

TRAINING

- General Operative will be required to attend appropriate training to facilitate the effective undertaking of duties commensurate with their grade.

MISCELLANEOUS

- The post holder will be required to undertake any other duties falling within the purview of the grade as required by the Facilities Manager or other Senior Manager.
- The person appointed will be required to undertake evening duties and work in other Campuses to meet the needs of the Company.
- The Company will provide a uniform which must be worn at all times whilst on duty.
- Protective clothing will be provided by the Company and must be work appropriate to the task being carried out.

This job description is intended to give the post holder an appreciation of the role envisaged for the General Operative & the range of duties to be undertaken.

It does not attempt to detail every activity. Specific tasks & objectives will be agreed with the post holder at regular intervals.

Person Specification

Technical Competencies

Essential

- A good standard of general education
- Current driving licence
- Good communication and interpersonal skills
- Ability to work as part of a team and on own initiative
- A flexible approach to work
- Good organisational skills
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Desirable

- Previous experience in a similar role
- Possess formal trade skills

Behavioural Competencies

Integrity: we behave with integrity and in an ethical manner in everything we do and say, thereby earning and maintaining the trust and respect of customers, shareholders, colleagues, suppliers and partners.

Flexibility: we adapt our style and approach in order to achieve specific objectives. We remain effective in changing environments and with people of varying perspectives, needs and demands.

Interpersonal Sensitivity: We are open to the feelings, attitudes and motivations of others.

Customer / Client Focus: we keep the customer (internal and external) as the focal point for our activities.

Please apply by either contacting Dorothy Lynas, HR Dept, on 028 9046 1821, by email to dorothy.lynas@graham.co.uk or by downloading an application form below.

[CLICK HERE TO DOWNLOAD APPLICATION FORM](#)

Quote Reference No: GOGFMMAR2010

Closing Date: Friday 12th March 2010 at 4pm.