



Title Assistant Technical Officer	Department Children, Families and Young People	Post Ref.
Job Purpose To Carry out and assist with the maintenance of the facility		
Key Responsibilities 1. To assist in ensuring the operational effectiveness of CCTV systems, door alarms, locks, mobile pagers and other essential security and communication equipment. 2. To assist with the daily maintenance and operation of heating, lighting, air conditioning, and generator plant and equipment in order to ensure operational effectiveness. 3. To assist with the routine inspection of all plant, machinery and equipment, locks and doors, security fencing, lighting, gates and other items in accordance with procedures. 4. To complete records of work undertaken, fault logs, returns and other documentation as required in connection with the post holder's work. 5. To assist with monitoring contractors and other operatives engaged in work on the premises and report any quality or health and safety issues. 6. To replace bulbs and other consumables, clean and de-scale shower heads, clean internal windows, adjust lighting/temperature controls and undertake other maintenance work as appropriate. 7. To assist with glazing, plumbing, electrical, mechanical, furniture, painting and decorating and other premises maintenance and repair work as required and appropriate.	Key Accountabilities 1. Carry out and assist with the maintenance and up keep of the facility 2. To Carry out mobility of residents	

8. To clean, disinfect and maintain internal and external drains and wastes, rainwater channels and gullies and other designated equipment to required standards of cleanliness and hygiene.
9. To sweep pathways, remove litter and ensure that all external paved surfaces are maintained in a safe, clean and tidy condition including de-icing and snow clearing as necessary.
10. To set out furniture and equipment and provide portorage and other general assistance as required within the establishment.
11. To undertake driving duties as directed including assistance to care staff escorting young people and the collection and delivery of supplies, equipment and other personnel.
12. To maintain the establishment's care in a safe, clean and tidy condition including complete daily maintenance checks and adherence to pre-planned service schedules.
13. To provide cover for and assist the Technical Officer as appropriate during periods of absence including attendance outside normal working hours to deal with faults or emergencies.
14. To undertake any other duties which may reasonable be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

The post holder will perform any duty or task that is appropriate for the role described	

<i>Person Specification</i>	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Reasonable standard of literacy and numeracy. 2. Must be willing to undertake specific training on Clayfields Building Services Systems 3. Current, valid driving licence. 4. Driving vehicles. 5. Maintaining vehicles. 6. General building maintenance 7. Knowledge of the safety and security of buildings and equipment. 8. Basic knowledge of electrical power and lighting systems. 9. Basic knowledge of central heating systems. 10. Understanding of the operations of boilers and required temperatures. 11. Knowledge of minor repairs to furniture and fittings. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 17. Puts into practice the Council's commitment to excellent customer care. 18. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 19. Works well with colleagues but also able to work on their own initiative. 20. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with

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<p>experience related to Health and Safety matters. 12. Relevant qualification in the field of building maintenance. 13. Related experience in work associated with secure buildings. 14. Understanding the importance of teamwork. 15. Understanding the needs and rights of young people. 16. Awareness of health and safety issues.</p>	<p>respect and consideration</p>
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Ability to undertake minor maintenance and repairs. 2. Ability to prioritise own work load and use own initiative. 3. Ability of liaison with a variety of contractors. 4. A flexible approach to work. Ability to operate from scheduled work plans. 5. Ability to adapt to changing priorities and requirements. 6. Enjoy working with other people. 7. Self motivated to complete tasks on time. 	
<p><i>Role Dimensions</i></p> <ol style="list-style-type: none"> 21. To undertake and/or assist with providing comprehensive infrastructure and facilities maintenance 22. There is no financial responsibility for this post 23. This post has no staff responsibilities <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date