



## Job Description

---

### Facilities Assistant

**Grade:** 4

**Directorate:** Operations

**Location:** WWT Slimbridge Wetland Centre

**Reporting to:** Facilities Technician

**Main function of post:** To assist with the maintenance and development of buildings and associated features and equipment around the Slimbridge site. To assist in ensuring WWT compliance by carrying out regular checks on important safety systems such as Fire alarms and emergency lights and other checks to ensure our visitors and staff have first class and safe facilities.

**Supervisory Responsibility:** Supervision of Volunteers and contractors when required.

---

### Responsibilities of the post

1. To ensure that all aspects of the site grounds and facilities are maintained to an agreed standard with consideration of any Health & Safety issues that may be present (including the visitor centre, all offices, hides, grounds, houses and outbuildings).
2. To always operate with a visitor orientated approach to ensure the safety, welfare and enjoyment of the visiting public and to preserve Slimbridge core business.
3. To work with the Facilities team in ensuring all building related systems are checked, maintained and compliant to relevant legislation, and to take corrective action when necessary. This will be both directly and through the management of contractors.
4. To have a hands on approach and assist with the brush clearing and maintenance of fences, anti-erosion and other features in the grounds. Covering other staffs' duties when required.
5. To assist in the construction and maintenance of new buildings and site utilities. This will include joinery/carpentry work, plumbing, concreting, painting, glazing, etc.
6. To complete any building maintenance or safety training to ensure your ability to carry out your role effectively.
7. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.

8. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
9. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Facilities management from time to time.

---

Date raised: July 2021

Amended: November 2022

# Person Specification

## 1. Qualifications

### *Essential:*

- Qualification/relevant experience of a building related trade (joinery, plumbing, building work etc.). C&G NVQ Level 2 or equivalent.
- Current driving license.

### *Desirable:*

- Workshop equipment experience/training.
- Access/work at height qualifications (IPAF, PASMA, etc)
- Construction machinery qualifications.
- First aid trained.

## 2. Experience

### *Essential:*

- Technically well rounded, having some experience of all aspects of buildings and facilities operation in both older and modern buildings both indoors and out.
- Experience of a hands-on approach to a facilities role.
- Demonstrable experience of plumbing, electrical installation work, carpentry or painting and decorating to a high standard.
- Competent with common Microsoft Office programs.
- A proven ability to work at height.
- A proven ability to work outside on physical tasks.

### *Desirable:*

- Experience of working in a similar role.
- Experience in the regular testing of fire alarm systems, emergency lighting systems, water systems (legionella control) etc.
- Experience of working with the general public.
- IT Skills
- Experienced in the management of contractors.
- Experience of working with volunteers
- Able to carry out written risk assessments as well as re-asses a task if conditions/situations change.
- Interest in environmental issues.

### 3. Managerial & Supervisory

**Essential:**

- Ability to supervise, volunteers and contractors as part of the day-to-day role whenever required.

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	2
Contractors	0	various

### 4. Responsibility

**Essential:**

- Responsibility for ensuring weekly and monthly building related compliance checks are carried out to the desired standard and that any non-compliances are reported to the Facilities Manager, or actioned in their absence.
- Assist in carrying out of water treatment and monitoring of water systems on site to ensure compliance with L8 regulations.
- Ensuring documentation and maintenance records are kept up to date and all WWT operating procedures are followed.
- Responsible for ensuring that stocks of building materials and workshop consumables are maintained.
- Site security awareness.
- Ensuring that the Buildings Department Workshop is maintained in a safe and tidy manner and the machinery and tools are kept operational and in a good state of repair.

**Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Budget Responsibility	N/A
Income	N/A
Assets (required for job, exc. buildings)	£500
Visitors (number per annum)	N/A

## 5. Creative Ability

### *Essential:*

- Ability to apply creative thought to problem solving any issues that arise around the site.
- Ability to prioritise and resolve issues in a challenging environment in a timely manner with priority on visitor satisfaction.

## 6. Contact

### *Essential:*

- Contact with other departments and the public.
- Clear concise communicator at all levels both verbally and written.
- Ability to deliver a quality visitor experience as required, whether in a supporting 'back of house' role or whilst working in visible public-facing areas.

## General Notes

This is a full-time position, which will require work during some weekends and public holidays to meet the needs of the post.