



JOB DESCRIPTION

The Role: Facilities Technician

Based: Presentation Design Services, Alfreton

Reports to: Ben Dew – Warehouse Manager

Start Date: TBC

Purpose: The Facilities Technician will be responsible for building related maintenance issues and to ensure a well presented, clean and tidy building from which the company can operate.

You will work under the instruction of the warehouse manager to assist in the smooth operations of the company's business, with a particular focus on maintaining the companies' premises and equipment.

Key Responsibilities: Day to Day

- To embody the spirit and attitude of PDS and embrace the company work ethics policy.
- Be responsible for the upkeep of the company buildings, addressing any maintenance issues as they arise
- Ensure the public areas of the building (internal and external) are kept clean and tidy
- Make deliveries and collections in the company's vehicles
- Under the instruction of the Warehouse Manager complete maintenance checks of equipment and vehicles, according to the outlined schedules
- Using our external suppliers, ensure that the fire and security systems across our buildings are well maintained alongside carrying out regular tests in accordance with current regulations
- Manage various stock levels of various consumable supplies

- Be trained to use the companies Portable Appliance Tester and carry out testing across our premises to an agreed schedule
- Identify ways to improve cost effectiveness within the warehouse environment and relay them to your line manager
- To be trained in the use of the warehouse forklift truck and scissor lift and operate as and when required
- Maintain a clean and tidy working environment at all times
- Adhere to the companies Health and Safety policies, making suggestions and implementing ways in which we can improve
- To be willing to work with and alongside any other area of PDS as and when required
- To suggest any appropriate training courses that may help improve both yourself and PDS processes
- You are required to hold a full and clean driving licence, which will enable you to drive the company vehicles
- Assisting with the cleaning of communal staff areas