



JOB DESCRIPTION

The Role: Facilities Technician

Based: Presentation Design Services, Alfreton

Reports to: Ben Dew – Warehouse Manager

Start Date: TBC

Outline: 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.

Purpose

The role of the Facilities Technician is to assist in the smooth operation of the Company's business, with a particular focus on maintaining the Company's premises and equipment.

Responsibilities

To 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.

To assist with the cleaning of communal staff areas.

To make deliveries and collections in the Company's vehicles as required.

To work under the instruction of the Warehouse Manager to complete maintenance checks of equipment and vehicles, according to the outlined schedules.

Be trained to use the Company's portable appliance tester and carry out testing across our premises to an agreed schedule.

Working with 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 stock levels of various consumable supplies.

To be able to work independently and to be proactive about identifying tasks that need carrying out, to be communicative and predictive about workload and any potential problems that may arise, to liaise with the relevant manager to provide ongoing feedback regarding work schedules, deadlines and priorities, which may change throughout the day. To manage your time and workload effectively.

To ensure accuracy and excellent attention to detail in all areas of your work, to ensure own best practice.

To work according to Company health and safety policies and ensure own best practice; to report any concerns regarding equipment, the work of others or any other health and safety issue.

To maintain a clean and tidy work environment, ensuring good housekeeping within your work areas with particular attention to maintaining a healthy and safe workspace both at our premises and on site.

To ensure good housekeeping with regard to filing of records to allow easy sharing of relevant information both within the department and across the Company.

To become familiar with the Company's software packages such as Dext, Team Track, Replicon as well as internal systems where relevant to your role.

Communicate and liaise with other PDS staff when necessary.

Liaise with the marketing team regarding projects that may be appropriate for promoting.

Take an active role in the Company and its processes, suggesting any possible changes that may lead to improvements and relay them to your manager.

Where appropriate be trained in the use of both existing and new equipment and technology.

To be trained in the use of the warehouse forklift truck, scissor lift and other Company equipment as required, and operate as and when required.

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.

Attend and contribute to Company events and meetings when required.

Support the work of the Company as a whole and carry out any other tasks reasonably required to assist with the smooth operation of the Company. Be willing to work with and alongside any other area of PDS as and when required.

Attitudes

At PDS we believe that service and delivery is everything. We want to provide a better, more professional service than our competitors. You are expected to carry this ethos through in your day-to-day work, both at the Company's base and anytime you are working for us away from base.

Service-Orientated: uphold the Company's ethos of providing superior service to customers.

Work-Focussed: demonstrate excellent attention to detail and be aware of what is happening elsewhere in your work area

Safe: always work as safely as possible and be considerate as to how your actions (or inactions) may impact the working environment and other people.

Approachable: maintain a friendly and approachable demeanour at all times.

Team Player: work well with others, communicate clearly, show tolerance.

Proactive & Independent: work independently, anticipate problems and prioritise tasks effectively.

Results-driven: strive for excellence by being positive and delivering results wherever possible.

Supportive: follow instructions of managers and assist colleagues whenever necessary. Carry out any tasks reasonably required to assist with the smooth operation of the Company as a whole.

Invested & Enthusiastic: commit to the Company's values outlined in the This Is Who We Are document. Show enthusiasm and passion for your work, with a desire for continuous improvement.

Professional & Diplomatic: act as a PDS representative at all times, always maintaining a high level of customer service and attention to detail. Publicly support the Company (ie in front of staff, suppliers and customers) and raise any concerns privately with managers.