

Facilities Manager (maternity cover)

Description

Facilities Manager (maternity cover)

Location: Our clients prestigious modern building in the City of London

Responsible to: Building Manager

Hours of work: Fixed term contract – 9 months full time Monday to Friday (maternity cover)

Description of Role:

- To be responsible for the day to day running of the office building ensuring that the building runs efficiently and safely.
- To develop and maintain good tenant relations with daily office staff and regional management.
- To further ensure that security and health and safety standards are maintained throughout the building to the satisfaction of the responsible surveyor and the landlord.

Specific Duties and Key Areas of Responsibility:

- Assist Building Manager to lead, organise and administer all contract staff in their work.
- Ensure that all contracted services have been performed adequately and safely.
- Manage electronic permit to work systems
- Maintain health and safety files; building maintenance; and general building files.
- Maintain a high quality, cost effective standard of service to the tenants and their customers.

Stakeholder Relations

- Develop a good working relationship with tenants and with their local and regional management.
- Foster good relationships with various authorities and local agencies including the local council, police and fire department.

Service Charge/Accounts

- Monitor the budget throughout the year.

Procurement/Contracts

Employment Type

fixed term contract

Beginning of employment

mid May

Duration of employment

9 months

Industry

Facilities Management

Job Location

London

Working Hours

9-5

Base Salary

£ 35000 - £ 40000

Date posted

March 15, 2019

Valid through

March 31, 2019

- Ensure works are carried out in accordance with contract terms.

Security, Fire And Emergency Procedures In conjunction with the Building manager, the Facilities Manager is responsible for the overall security of the building, its tenants and the public. The facilities manager must:

- Review, test and organise procedures for security, fire and evacuation, including bomb-warning instructions and ensure that it is regularly updated and distributed to all staff and tenants.
- Be fully conversant with the building emergency procedures and take charge in the event of such occurrences.
- Alongside the Building Manager, prepare and implement an emergency plan for the building.
- Ensure that all contract staff working on site on a regular basis complies with the requirements of the emergency regulations, fire evacuation procedures and bomb warning procedures.
- Liaise with tenants and the emergency services in all matters of security which directly affect the smooth running of the building.

Insurance The Facilities Manager must be conversant in all aspects of insurance matters relating to the building, including the procedure for making claims and reporting accidents and incidents to the Landlord.

Fire Risk Assessments The Facilities Manager should assist the Building Manager in arranging annual reviews and taking actions through to completion. ensuring that the tenants also comply with the requirements.

Office Procedures The Facilities Manager must ensure that office management, communication and administrative procedures are efficiently maintained, that adequate records are kept and management reports are sent to the Landlord at an agreed frequency. Office procedures including;

- Raising Purchase orders
- Working alongside accountant
- Adhoc

Building Maintenance/Cleaning The Facilities Manager to assist Building Manager:

- Prepare and implement a regular programme of repair and maintenance works for the building, plant and machinery.
- Control and organise the day to day repair and maintenance of the building ensuring that regular day to day testing and monitoring of all equipment is carried out and that the workload is completed in order of priority and to a high standard of workmanship.
- Supervise all contractors' activities.

Staffing/On-Site Contractors In conjunction with the Building Manager, the Facilities Manager must create a working environment that encourages teamwork

amongst staff and ensures the spirit of customer care initiatives are followed at all times.

The Facilities Manager must:

- Implement adequate stock control measures covering all aspects of the building and ensure that stock is kept in a secure designated area.
- Update all records, lists, directional signage etc.
- Control and re-order supplies for first aid kits.

CPD, the facilities manager must regularly consider action which could be taken to improve job performance, including what additional actions the managing agent may take to assist.

Health and Safety & Environment The facilities manager must be familiar with the Landlords policies in respect of Health & Safety at work plus any other policies as implemented (e.g. employment policies) and must ensure that any staff are fully cognisant of all aspects of these policies.

Responsibilities

The facilities manager is to:

- Undertake or arrange risk assessments as required by relevant legislation and arrange statutory testing
- Comply with the requirements of the insurance inspectors, building inspectors and fire office and other statutory bodies.
- Prepare both fire and bomb evacuation plans and arrange such evacuations of the building during public hours as required by the local Fire Officer.
- Complete training and checklists as required by the HS&E Manager.
- Cooperate with the company to enable the company to comply fully with its legal duties regarding health, safety, and environment and welfare matters.
- Report immediately all accidents involving injuries and illness verbally to their immediate superior and to follow incident reporting procedures.
- Not interfere with or misuse anything provided in the interests of health, safety or welfare.
- Inform the company immediately of any work situation which they reasonably consider represents a serious and immediate danger to health and safety or represents a shortcoming in the company's arrangements for health and safety.
- Work alongside consultant to maintain the ISO 14001:2015 standards; – Keep CAPA log up to date – Keep Risk Register up to date – Keep Aspects and Impact Register up to date.

Qualifications

IOSH

NEBOSH