

## JOB DESCRIPTION

Job Title:	Facilities Support Operative	
Full or part-time role:	Full-time	
Company:	Supacat Ltd	
Main purpose:	To provide support as required for regular defined maintenance duties to uphold orderly condition of the company property and grounds throughout the SC Group	
Issue & Date:	01	13/07/2022

SC Group encompasses a group of companies within the UK and Australia who design, manufacture and deliver special purpose machines and equipment. As an employee within the UK Group of companies you should work as part of the team, be flexible in your approach to your work and fulfil any reasonable request to do tasks that may arise and is within your capability. However, the information below provides details on the key responsibilities of your role.

KEY AREAS	Key Responsibilities	Other Responsibilities
	<ul style="list-style-type: none"> <li>To be able to take on small project tasks that may include building maintenance, repairs or construction</li> <li>To ensure all company vehicles are kept in clean serviceable and safe condition</li> <li>Grounds maintenance on all UK Group sites as required</li> <li>To be responsible for reporting any maintenance tasks or H&amp;S risks that are identified whilst carrying out duties</li> <li>To carry out PAT testing of site equipment as required</li> <li>To assist the Facilities Manager when required in the maintenance, cleanliness and general tidiness of all external hard areas</li> <li>To carry out any other duties as are within the scope, spirit and purpose of the job</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>To understand and use the Company Handbook and follow the Company's policies with regard to Quality, Health and Safety, Security and IT where appropriate.</li> <li>To maintain an awareness and observation of Fire, Security and Health and safety regulations.</li> <li>Ensure all personal data is managed in accordance with GDPR and company policy</li> <li>Attends training as required</li> <li>To provide holiday, sickness and absence cover as required</li> </ul>

<b>Employee</b>	<b>Name:</b>	<b>Signature:</b>
<b>Manager</b>	<b>Name:</b>	<b>Signature:</b>
		<b>Date:</b>
		<b>Date:</b>

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Work based competencies</b>	<ul style="list-style-type: none"> <li>• Effective use of hand tools for repair, maintenance and light construction purposes</li> <li>• Understanding of repair processes using various materials</li> <li>• The use of power tools and petrol driven equipment</li> <li>• Problem solving</li> <li>• Good eye for detail</li> <li>• Effective communication with internal and external suppliers and customers</li> </ul>	<ul style="list-style-type: none"> <li>• Access trained</li> <li>• Fork lift Truck trained</li> </ul>
<b>Behavioural competencies</b>	<ul style="list-style-type: none"> <li>• Approachable and dependable</li> <li>• Logical and thorough approach to record keeping</li> <li>• Able to meet deadlines and understand budget constraints</li> <li>• Drive to achieve quality in all that he/she does</li> <li>• Able to work effectively under pressure and has a positive approach to problems.</li> <li>• Communicates honestly, openly and positively.</li> <li>• Maintaining a positive approach to Health &amp; Safety at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates continued professional development</li> <li>• Able to lead and mentor</li> </ul>
<b>Qualifications &amp; experience</b>	<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• All round experience in building/ construction, woodworking techniques or General DIY to a high standard</li> </ul>	<ul style="list-style-type: none"> <li>• Supervising staff</li> <li>• Electrical (PAT) testing</li> <li>• Working at heights</li> </ul>
<b>Organisational fit</b>	<ul style="list-style-type: none"> <li>• Able to work as part of a team.</li> <li>• Able to work on your own initiative and maintain your own motivation.</li> <li>• Embodies and promotes the company core values</li> <li>• Has the desire and ability to contribute to the company as a whole.</li> </ul>	