

JOB DESCRIPTION

Job Title: Training and Facilities Technician

Reporting to: Training and Maintenance Manager

Main Aim:

Deliver skills training short courses to commercial customers as required.
To complete routine and reactive site maintenance, incorporating electrical installation and testing. Coordinating facilities work, monitoring contracts and needs, whilst ensuring H&S requirements are met.

Duties Include:

- Delivery of Electrical short courses to commercial customers.
- Support with delivery of skills training courses by preparing materials, equipment and resources.
- Support site electrical installations and maintenance (to include duties such as emergency light testing, alterations to circuits, PAT testing)
- Routine facilities checks (fire extinguishers, building condition, housekeeping)
- Maintaining and updating annual facilities contracts, investigating renewals before due dates and administering and arranging new contracts as required
- Compiling and maintaining facilities directory/log containing details of suppliers, terms, renewal dates
- Arranging and overseeing any facilities annual visits (alarms, aircon) and making sure minimal impact on business operations
- Liaise with cleaning contractors to monitor standards and issues. Monitor issues raised in communications book and accompany annual audit
- Monthly reading of water and gas meters
- Liaise with workshop maintenance team to resolve site issues and if required arrange external support
- Issuing and administering Contractor Risk Assessments for all contractor site visits
- Health and Safety Committee and support of site health and safety requirements

Standard Responsibilities:

- Promote GET and its business in a positive manner at all times
- Promote the equality, diversity and safeguarding of learners, staff and visitors at all times
- Contribute to the implementation of the company business plan, self-assessment report and quality improvement plan and processes
- Always maintain discipline and cleanliness within the centre
- Ensure a high standard of health, safety and welfare to learners, staff and visitors at all times
- Ensure own training and development is up to date and relevant to GET requirements
- We reserve the right to request employees to assist with reasonable additional duties as and when required; including attendance at careers fairs and similar business related events

Skills and / or Qualifications:**Ideal:**

- Experience of training others
- Facilities coordinating

Essential:

- Relevant industry experience of motor control circuits, power and lighting circuits, inspection and test and PAT testing.
- 18th edition or willing to complete.
- GCSE grade A-C (4-9) Maths and English or equivalent
- Experienced with Microsoft Office (Outlook, Word, Excel and PowerPoint)
- Excellent written and oral communication
- Excellent interpersonal and organisational skills