



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Facilities Team Member
Internal Reference	OBU-0460
Business Unit / Group Function	OBU
BU Team / Sub-Function	Facilities
Location	SBP
Team Leader Role	Facilities Area Leader
Role Level	5
Team Members	No
Role Purpose To provide maintenance and small project support within assigned building(s) and external grounds. This will involve carrying out allocated work in relation to facilities maintenance incorporating the safe maintenance, service, inspection and repair of all associated equipment and facilities within the boundaries of recognised best practice and all applicable legislation as well as providing janitorial support throughout this area.	
Accountabilities <ul style="list-style-type: none">• Conducts general maintenance tasks to a high aesthetic standard.• Assists in the conducting of scheduled surveying and planned preventative maintenance tasks to ensure the upkeep and improvement of the building(s) and external grounds. Immediately reports any defects or issues and liaise with the Team Leader to schedule remedial actions.• Prioritise, plan and conduct daily tasks efficiently and consistently. Clearly communicate any findings or constraints with the Team Leader to allow revision of schedules or implementation of alternate solutions. Closely monitors and supervises the work of contractors where directed to ensure works remain on schedule and to the highest standard.• Ensures that all resources required are utilised efficiently and are sourced responsibly, in a timely manner and to the highest specification for the most cost-effective completion of tasks to an exceptional standard.• Adhere to all safe working practises and procedures in accordance with required legislation and site and company guidance to maintain a safe and organised working environment. Reviews, issues and monitors contractor permits to ensure compliance with all HSE guidance, legislation and safe practices.• Contributes appropriately to team planning and meetings Liaises with relevant teams to ensure maintenance activities are scheduled efficiently but minimise disruption to service, and any defects or improvements are reported and scheduled following correct processes.• Supports the planning and successful delivery of cross team projects as required (e.g., capital projects, improvement plans etc.)• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.	