

JOB DESCRIPTION

Job Title:	Assistant Facilities Manager	Date Reviewed:	Sep 2023
Reports to:	Facilities Manager		
Supervises:	Technicians and Site Assistants External: Contract staff for: security; cleaning; landscaping; plant & building repairs; maintenance		
Principally relates to:	Operations and Projects department, Visitor Services department; Catering Department; Finance and Resources Director, Marketing and Development Director, Contract Managers		
Purpose of the role:	To monitor, maintain and improve the technical services, facilities and contracts providing specialist advice as appropriate. Support the Facilities Manager with leading the technical department in maintaining all aspects of site maintenance and repair.		

Main responsibility areas:

- Maintaining the following to achieve the highest standards of safety and operation:
 - Eureka! property including the buildings, exhibits, plant, machinery, services, and grounds.
 - The workshop, machines, tools, and equipment.
 - Implementation of a program of preventive maintenance.

Monitoring, testing, and reporting.

- Regularly monitoring, testing, and reporting on the performance of energy management, fire, security, emergency lighting and electrical systems, so that faults are identified, and immediate remedial action taken.
- Ensuring that all statutory testing, inspections, and servicing are carried out in accordance with legislation.
- Monitoring the condition and numbers of consumables/spares - ordering and collecting them as required and within agreed budgetary limits.
- Monitoring the performance of the work performed by on-site contractors to ensure it meets Eureka!'s standards.

Security

- Supervise, support, and monitor the provision of internal security function. Including:
 - Monitoring CCTV and responding to security issues.
 - Contacting management and the police as required.
 - Carrying out site security and safety patrols.
 - Completing relevant documentation relating to daily tasks and incidents.

Documentation

- Keeping accurate, up-to-date records of faults.
- Entering the results of fire tests and recording system failures.
- Maintaining documentation relating to workshop machinery, routine checks, and planned maintenance.
- Maintaining the Faults Reporting System and updating as necessary.
- Communications and IT systems.
- Supporting the IT Manager in assisting with the implementation and maintenance of IT and telecommunications systems.

Leadership and support

- Supporting the Facilities Manager with the management and supervision of the facilities team.
- Supporting recruitment and deploying technical and security staff.
- Supervising the work of the technical staff and on-site contractors to ensure the available resources are delivered efficiently.
- Providing specialist training for other staff.
- Developing and monitoring training requirements and record keeping.
- Deputising for the Facilities Manager in their absence.
- Assisting with the development and delivery of a staff appraisal system.
- Work with the Strategic Projects Director to ensure that there is discussion on design or access related maintenance issues and to be aware of any planned developments.
- Support other museum departments in the efficient delivery of programmes, and events.
- Delivering a consistently high level of customer service.

Health and Safety

- Assisting with the provision of a healthy and safe site.
- Working and ensuring that staff and contractors work within the current relevant regulations.
- Monitoring and developing safety systems, CoSHH, risk assessments and permits system.

General

- Any other duties as may be reasonably expected of the Assistant Facilities Manager.
- Appointment is subject to a DBS check.

Special features

- Contributing to a seven-day rota
- Weekend and some Bank Holiday work required.
- Occasional overtime as required.

Details of Education required and qualifications.

- Technical apprenticeship in an engineering discipline (or equivalent)
- Supervisory and management experience with relevant training

Details of special skills/experience/aptitudes

- An aptitude to develop management systems to ensure efficient use of available resources.
- Experience of working with IT and telecommunications systems with a willingness to develop personal technical skills and knowledge of building services and Building Management systems.
- Strong communication skills
- An enthusiastic approach to developing and monitoring safety management systems.
- The ability to prioritise work, delegate tasks, maintain records and develop fault systems.
- Proven experience of supervising a team of technical staff in a workshop environment and an aptitude to motivate others.
- The ability to develop, monitor and effectively control a budget.
- Able to work unsupervised and as part of a multi-skilled team.
- Experience of working with children, young people, and the general public