

## **FACILITIES COORDINATOR**

### **Theatr Clwyd**

#### Job Description

Family: Experience  
Responsible for: Building Services Assistants, Housekeeping Supervisors and Housekeeping Assistants  
Reports to: Senior Experience Manager  
Grade: OP4

#### **Job Purpose**

To plan and deliver the agreed Maintenance, Mechanical and Electrical Strategies for all Theatr Clwyd premises, providing a presentable, safe, compliant and welcoming environment for customers, team members and visitors

#### **Key responsibilities**

##### **Management Responsibilities / Company Support**

- To provide line Management to the Building Services Assistants and Housekeeping Teams including managing their schedule, daily tasks and undertake all HR related tasks.

##### **General**

- Be responsible for ensuring that the tasks assigned in the Planned Preventive Maintenance program are completed, these will include water testing, in service electrical testing, fire alarm tests and emergency generator and lighting tests.
- To be responsible for the general maintenance of the premises including heating, lighting, plumbing etc.
- Ensure BMS (Building management system) programmes controls ventilation, air conditioning, heating, plumbing, etc are programmed each week depending on building usage.
- To be responsible for and work with external contractors for the provision of specialist servicing.
- Check that furniture, equipment and plant throughout the building is fit for purpose and to take all actions required to bring these aspects up to the regulation requirements whenever necessary.
- Be one of the site key holders.
- Act as first call-out for out of hours emergency and intruder alarm activations.
- Take the lead on all aspects of energy monitoring, recording, reporting and improvements throughout the building.
- Liaising with the landlord (Flintshire County Council) for assets and services ensuring compliance is up to date and lead on monthly visits.
- To respond to maintenance issues at William Aston Hall in Wrexham, and in some cases, escalate to the Wrexham University Facilities team.

### **Experience**

- Be a member of the Duty Management Team.
- Be mindful of the experience of visitors with accessible needs when approaching tasks, and to keep accessibility in the forefront of all work.

### **Financial**

- Ensuring the procurement contracts for maintenance, and servicing ensuring quality works and value for money.

### **Strategic**

- Be an active member of the Environmental Working Group.

### **Health & Safety**

- Actively participate in the health and safety requirements include the writing method statements and completion of other associated health and safety paperwork including working from height, hot works permits and ensure the COSHH chemicals are registered and stored correctly.
- Ensure the workplace adheres to health and safety requirements and maintain an excellent standard of housekeeping.

### **Other**

- Undertake any other reasonable duties as deemed necessary by the Senior Experience Manager.

## **Person Specification**

### **Essential**

- Experience of managing facilities operations, maintenance and external supplier contracts
- Ability to lead a small, dedicated team
- The ability to prioritise tasks and delegate responsibilities to others as appropriate.
- Proven ability to identify and address building related issues in a timely efficient manner.
- Strong attention to detail to ensure compliance with regulations and quality standards.
- Experience of controlling costs and sourcing best for value supplies and contractors.
- Strong commitment to workplace safety and compliance with health and safety regulations.
- Good written and verbal communication skills
- Practical skills in building management and experience in managing premises
- Excellent organisational and administrative skills
- Excellent IT skills including knowledge
- Demonstrable knowledge of IT set-up and support

### **Desirable**

- Experience managing BMS software
- Written and spoken Welsh.
- Full clean driving licence.
- Front of House Duty Management experience
- First aid trained
- IOSH Trained
- Budgetary management experience