

Job Description

Role:	Facilities Technician
Contract Duration:	Fixed term for 1 year (3 months initial probation period)
Salary:	£11,575.20 (£10.60 per hour)
Pension:	6% Employer Contribution
Holiday Entitlement:	28 days pro-rata (includes public holidays)
Hours of Work:	22.5 hours per week, flexible working with core hours 9:30am to 6:30pm on Sundays, additional hours by arrangement up to a maximum of 28 hours per week
Location:	Gate Church International, 158 Perth Road, Dundee

Key Areas of Responsibility

- Open and close building in accordance with required occupancy times.
- General maintenance, for example but not exclusively - replacing bulbs, toilet paper and hand wipes/gel, toilet seats, unblocking sinks, painting, testing fire alarms, PAT testing, record and submit utilities readings and health and safety readings on installed items.
- Carry out internal and external checks of building and report faults to Senior Administrator such as damaged tiles, leaks etc.
- Undertake Maintenance Audits monthly including grounds.
- Be available for maintenance, repairs and call outs with external contracted teams and coordinate these.
- Ensure all visitors sign in and out of site and to include control of keys for visitors.
- Provide site induction for all contractors and visitors.
- Ensure Risk Assessments/Method Statements are reviewed for work being carried out.
- Set up-set up and set down rooms to facility both internal use and hire.
- To provide support to the senior administrator and office-based teams.
- Support a Facilities Planner or Senior Administrator with planning activities to ensure coordinated delivery and support.

Qualifications/Experience Required

Essential

- Capable of working with minimal supervision
- You will ideally live locally to GCI Main Property (Perth Road Dundee) (within 10miles) for response times when necessary
- Ability to meet deadlines
- Good communication skills
- IT literate

Essential

- Service & maintenance background and have previous experience carrying out all round general maintenance duties
- Ability to understand and react to financial penalties with regard to contractors on site
- Own source of Transport - Car/Motorbike/Bike

Important Information for the Role

In line with Gate Church's safeguarding policy the successful application will be required to complete a Disclosure Scotland background check.

Please send CV and note of interest to info@gatechurch.co.uk.

Closing Date: Friday 4th March 2022