

SOUTH WALES FIRE & RESCUE SERVICE

JOB DESCRIPTION

Post Title:	Building Facilities Manager
Post No:	NU141
Grade:	Grade 10
Responsible to:	Building Maintenance Manager
Responsible for:	Facilities Management
Location:	Fire Service Headquarters

MAIN PURPOSE OF THE POST

To achieve the smooth running of the property portfolio by ensuring building compliance, management and development of the hard facilities which support and improve the effectiveness of the Services primary activities. This includes, but is not limited to service and maintenance contracts, grounds maintenance, building management software systems, fire evacuation, fire detection, sprinkler and security alarm systems, generators, heating, ventilation, cooling, lighting, hot and cold water services, energy management, management of legionella and other hazardous substances and biological agents, PAT testing and lifts for the Services property portfolio.

DUTIES AND RESPONSIBILITIES

1. To have a fundamental understanding of how the hard services relate to the working environment
2. To manage the service and maintenance contracts for the hard services
3. To manage the heating, ventilation air conditioning and cooling systems at all sites
4. To manage the generators at all sites
5. To manage the lighting and lighting control systems at all sites
6. To manage the building management software systems to all sites
7. To manage the fire detection, sprinkler and security alarm systems to all sites

8. To manage the fire evacuation policy
9. To manage the security contract for specified sites
10. To understand the principles of lift technology
11. To manage the mechanical and automatic door systems to all sites
12. Have a knowledge of typical problems relating to hard services and how to avoid them
13. To carry out risk assessments and audits on hard services as required
14. Where necessary to liaise with the Building Maintenance Manager in respect of facilities management to ensure they can discharge their responsibility for business continuity planning
15. To liaise with Sustainability Manager/Officer regarding environmental and sustainability legislation and issues; and managing efficient utility and energy consumption at all sites
16. To liaise with Building Maintenance Manager and Business Support Team for soft services to ensure the building environment supports the organisational objectives and day to day effectiveness of the facilities
17. To liaise with the Building Maintenance Manager to ensure the fire, sprinkler and alarms systems are effective
18. To draft , maintain and update the Services building facilities guidelines in relation to hard services, in-house support, contractor support, fault diagnosis for typical or common problems and reporting process for building users
19. In liaison with the Building Maintenance Manager to monitor budgets and assist them to manage building facilities service and maintenance contracts
20. To ensure accurate records are maintained for building facilities hard services which will enable timely and relevant information with early warning of potential difficulties
21. To set up the contract in relation to annual testing and inspection of items and equipment in accordance IEE wiring regulations and NICC standards
22. To display energy and insurance certificates where appropriate
23. Support the Building Maintenance Manager at relevant meetings on building facilities issues as required

24. Assist the Building Maintenance Manager in the development of departmental and team plans to meet the aims and objectives of the Asset Management Strategy and Land and Buildings Management Plan
25. Liaise with Building Maintenance Co-ordinator to ensure a seamless property services function
26. Responsible for achievement of the building facilities hard services actions within the directorate and departmental plans
27. To promote and incorporate diversity and equal opportunity issues in all aspects of property services activities.
28. To champion equality and diversity across South Wales Fire & Rescue Service challenging inappropriate behaviour, attitudes and discrimination at all times.
29. To observe and promote practices and activities which are within the Health and Safety and Equal Opportunities Policies of the South Wales Fire & Rescue Service.
30. Any other duties commensurate with the post and grade.