



WADDSDON

## Waddesdon Manor Job Description

Job Title:	Facilities Technician	Date:
Department:	Facilities	
Responsible to:	Head of Facilities, and Facilities Technical Manager	
Location:	Waddesdon Manor, HP18 0JH	

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The Facilities Management team at Waddesdon are responsible for the maintenance of all the building under the stewardship of Waddesdon Manor; including the Manor house itself, The Stables, The Dairy, Five Arrows Hotel, Windmill Hill Archive Building and various other smaller outbuildings, staff houses and general infrastructure throughout this 150 acre site.

We are looking for an experienced multi-skilled, hands-on, motivated and hard working individual to join the Facilities team. Ideally this person will have a strong background in plumbing and heating.

They will preferably hold a formal plumbing/heating trade qualification and will need to also have a good practical understanding of other key trades, including: electrical; carpentry and decorating. Ideally they should also have a reasonable working knowledge of PPM tasks associated with building services, and some experience of working in a similar environment.

They will also have excellent customer service skills required when working on a site with public access.

### Key Responsibilities

As part of the team they able to:

- Undertake a range of building maintenance tasks, both reactive and preventative, working either individually or as part of a team.
- Carry out routine inspections of all plant, equipment and machinery to ensure it operates at safe optimum levels.
- Oversee contractors and consultants appointed to carry out works on behalf of Waddesdon.
- Be aware of and use current Health & Safety best practices when carrying out works, and conduct minor risk assessments before commencing works.
- Work at heights and ideally hold a current licence for using MEWPS.
- Use appropriate personal protective equipment (PPE) as required for the tasks being carried out.
- Use any of the assigned facilities vehicles as required to carry out the various tasks.
- Assist with the general refuse collection/litter picking duties as and when required.



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- Respond to any disaster/emergency situations as they arise.
- Work alongside other departments carrying out and advising on maintenance tasks or requirements associated with exhibitions or events.
- Assist in keeping all workshops, works vehicles, plant rooms and storage areas in a clean, organised and safe condition at all times.
- Undertake manual handling tasks as required.
- Ensure that adequate stocks of spares and consumables are kept and replenish as necessary.
- Carry and use the internal radio system to communicate with staff during work hours.
- Wear the Waddesdon uniform provided and replace any worn or untidy items as necessary, ensuring a tidy appearance is maintained.
- Carry out any other related maintenance tasks as they arise or are required on an ad hoc basis.

### General Attributes

- Punctual, reliable, motivated and a willingness to work both independently and as part of a team.
- Need to be flexible, adaptable, and able to work to work unsupervised.
- Experience of working in a similar environment would be an advantage.
- Customer friendly and be able to work in and around the public.
- A good level of communication skills is essential.
- Computer skills would be an advantage.
- A full clean UK driving licence is essential.

### Terms & Conditions:

**Salary:** £22,000 - £25,000 subject to experience and qualifications.

**Hours:** A minimum of 37.5 hours per week, Monday to Friday (exclusive of breaks) with weekends on a rota (generally one in six) with time off in lieu as appropriate. To help meet our customer's expectations you may need to work some evenings and public holidays by prior arrangement.

**Holiday:** 25 days per annum, increasing to 28 days after three years service and 30 days after ten years service.

**Other:** National Trust Staff Card which entitles free entry at all NT properties and a discount in their shops.

Matched company pension scheme up to 10% of salary.