

Minor Maintenance Janitor

Reference No:	A5576		
Service:	Facilities Management		
Job Family:	Cleaning/Caretaking/Janitorial	Grade:	FC5

Purpose

To provide internal maintenance and external grounds maintenance support to Education Establishments, Catering and Cleaning, Community Centres, Care homes and Commercial buildings and Public Toilets.

Mainly based in one principal area but will also be required to undertake tasks in other areas throughout Fife under the direction of the Facilities Co-ordinator.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Reporting to base to collect task lists. Undertaking prescribed tasks which will be of a DIY nature, provide maintenance, repairs and termly inspections of Trim Trails in Schools ensuring they comply with current Legislation. Using specialist equipment where necessary such as Power tools, Workshop Machinery (such as table saws, thicknesser/plainer, bandsaw)

Carry out school decants with the support of Janitors under the direction of Facilities Co-ordinator including soft stripping and removal of items such as dispensers/ display boards and delivery of furniture etc to other establishments.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E

D

Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at Credit level or equivalent

✓

Experience in a similar environment

✓

Practical DIY skills, including use of power tools

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Order stock from suppliers to allow tasks to be completed. Update computer system when tasks are complete and ensure costs are put through for re-charge. To price job requests where necessary and provide quotations for materials etc for tasks being undertaken.	Computer skills Arithmetic skills	✓ ✓	
Carry out daily vehicle checks. Ensure loads etc are secured accordingly and items being transported are within weight limits for vehicle being used. Ensure vehicle is stocked with the necessary equipment/supplies to carry out tasks.	Ability to travel throughout Fife Full UK Driving licence	✓ ✓	
Undertaking cash handling and escorting staff to the bank when required.			
Responding to a variety of problems and resolving issues, either as part of a team or using own initiative.	Organisational skills	✓	
Provide support in inclement weather when necessary to Educational Establishments in clearing pedestrian access within the school boundary in the event of issues such as snow and frost, sandbags for flooding and utilising machinery as required.			
Using manual handling procedures to transport materials and equipment throughout buildings, ensuring that these are stored appropriately in accordance with health and safety legislation. Carry out tasks involving working at height whilst ensuring Health & Safety Legislation etc is always followed.	Experience of moving and handling Ability to work on own initiative	✓ ✓	✓
Top up back-up generators with fuel for sprinkler systems in schools			

Role Profile

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Liaising as required with external suppliers, Business managers, Headteachers, Managers, staff and members of the public to ensure tasks can be completed at suitable times in a safe manner.	Communication skills Experience and ability to communicate with people at all levels	✓ ✓	
Undertake and ensure mandatory and specific training requirements are met and kept up to date: Working at Height incl Ladder Training Pasma – Tower Scaffold training & Mobile platform Safe use of Handheld power tools Safe use of Workshop Machinery Safe use of Garden Machinery (Strimmer, Hedge trimmers, Pole saws, Blowers etc) including safe storage of flammable liquids. ROSPA – Playground Inspections Asbestos Awareness Risk assessment training Manual Handling IOSH Working Safely DSE CSCS card	Knowledge of Health and Safety at work	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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E = Essential Criteria D = Desirable Criteria

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

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