

## Maintenance Technician Job Family – Operational

<b>Grade:</b> C	<b>Department:</b> Estates
<b>Location:</b> Headquarters	<b>Security Vetting:</b> RV
<b>Role Specific Requirements/ Restrictions:</b>	None
<b>Role Specific Hazards:</b>	Manual Handling, Noise, Vibration, Chemical, Working at Height, Moving machinery, Confined Spaces, Wearing/Carrying Heavy Equipment, Physical Activity
<b>System Access Requirements:</b>	MyTrent Self Service Working Time Recording

**Brief Description of your job, its main purpose and major tasks:-** To provide a quality Maintenance Service to undertake any general maintenance duties that may be required at Police premises.

### Role Specific Tasks

1. Performing planned and reactive Repairs and Maintenance/Testing works to keep a high standard of working environment within the buildings at police premises as directed.
2. Carry out maintenance quality control and inspection duties at all sites within scope to maintain a high fabric and HSE standard of working environment for Estates police staff
3. Raise all proactive work requests on IT system.
4. Carry out relamping as required
5. To perform day-to-day cleaning and general duties in police facilities and at custody suites as directed, including collection and handling of waste.
6. To undertake grounds maintenance at police premises as required.
7. Ensure security of Maintenance Support Unit equipment and premises.
8. The monitoring of contractors and or any outside agency on site.
9. Portering duties, including moving furniture, meeting room set up and equipment at police premises.
10. To undertake minor Refurbishment projects.
11. The driving of Force vehicles, (including transport of equipment, tractor, pool cars.) associated with the collection and delivery of mail, stores, property, exhibits, drugs, DNA/Blood samples and firearms.
12. Ensure that winter precautionary measures are maintained.
13. Assistance with enforcing the car parking protocol, including issuing parking notices.
14. Carry out Destruction of confidential waste as required.

### Role Generic Tasks

1. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements].
2. To complete activities and tasks required of the role in a timely manner.
3. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
4. To communicate effectively with internal and external customers.
5. To ensure all work is undertaken is compliant with relevant legislation and force policies and procedures.
6. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Personal Development Review (P.D.R), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

**To view descriptors of the level of responsibility required of this role please [click here](#).**

**Note:** This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

<b>Skills / Attainments [to be evidenced on application]</b> <b>Only evidence against these <u>FIVE</u> attainments on your application form</b>	
	1. Must have or be prepared gain a qualification in Carpentry and Joinery or equivalent (E)
	2. Must be able to read and understand instructions and labeling on chemicals. (E)
	3. Must have previous experience of general buildings/grounds maintenance (E)
	4. Must have the ability to work as part of a team or own initiative (E)
	5. Must be willing to undertake and have the ability to successfully complete training in the towing of trailers(E)

<b>Other skills / experience / knowledge needed for the role and may be assessed during the interview process</b>	
	1. Must have a full clean driving license allowing the towing of trailers and driving of vehicles up to Category D1E (Minibus and trailer) (E)
	2. Must demonstrate a practical approach to problem solving (E)
	3. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	4. Must be able to read and understand instructions and follow guidance (E)
	5. Must have effective written and oral communication skills (E)
	6. Must have basic numeracy skills (E)
	7. Must have basic keyboard skills and basic proficiency in the use of Microsoft Outlook and Word (E)
	8. Must have the ability to deal effectively with the general public in a customer service environment (E)
	9. Must possess an awareness of Health and Safety Legislation to support safe working practices (E)
	10. Must possess appropriate first aid skills or be prepared to undertake training in this, and in other Health & Safety issues (E)
	11. Must have a full driving license (E)

**KEY: (E) – Essential / (D) – Desirable**

**Please Note:** At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.