

# THE TRAMWAY MUSEUM SOCIETY

## JOB DESCRIPTION

JOB TITLE: Facilities Technician (PPM)

LOCATION: Crich Tramway village, Crich near Matlock

REPORTS TO: Engineering/Facilities Manager

PRINCIPAL PURPOSE: Carry out the tasks associated with the planned preventative maintenance schedule for each building and ensure H&S compliance. Work to assist other members of the facilities team. To provide and maintain a clean, safe, and secure environment for Museum visitors, staff, and volunteers. You will be responsible for creating a great and lasting first impression, preparing the Museum to welcome our visitors for the day and ensuring that facilities are kept clean and welcoming throughout.

### Key Tasks:

- Preparing the day-to-day programme of planned maintenance work prioritising work in line with operational plans, H&S requirements.
- Ensuring work is completed in a timely fashion to a high standard.
- Developing and reviewing the PPM schedule.
- Working with the wider facilities team to provide a coherent and collaborative service.
- Identifying future maintenance issues for the sites.
- Carrying out fire drills and evacuations and reporting back.
- Checking tools to ensure that equipment is safe.
- Carrying out risk assessments prior to work being undertaken.
- Reporting incidents and near-misses immediately and in line with reporting procedures.
- Carry out the duties of a fire marshal and assist with emergency evacuations.
- Carrying out planned preventative maintenance (PPM) such as meter readings, tap temperature, checking oil tank levels in line with the requirements of the PPM schedule.
- Liaise with sub-contractors to ensure planned preventative maintenance is carried out on time.
- Assist with maintenance job requests when required promptly and in a priority, order ensuring that maintenance work (both internal and external) is carried out in an efficient and safe manner.
- Attendance on contractors when on-site to minimise disruption and ensure that contractors operate in line with our health & safety policies.
- Painting and decorating.

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- General maintenance such as rubbish and cardboard removal, moving deliveries, maintenance to the outside of the building such as clearing drains.
- Grounds maintenance such as sweeping, clearing pathways, mowing, weeding, hedge cutting, border maintenance.
- Assisting the housekeeping team including high level cleaning, lifting, moving furniture.
- Identify maintenance issues on site and make safe/secure where appropriate
- Provide support to the Facilities and events Teams as necessary
- Any other reasonable task as required
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Additional Details

- Crich Tramway village is a seasonal visitor attraction. Working time will be 37.5 hours per week including some weekends and bank holidays.
- The post holder will require a full clean driving license and own transport. Free on-site parking is provided.
- This is a physically demanding roll that can involve working at heights and having to carry loads, outdoor work in all weathers and walking across a large site.

. Job Holder:

Signed: .....

Date: .....

Manager

Signed: .....

Date