

VACANCY NOTICE
Facilities Maintenance Coordinator
Full time – 37.5hrs/week
Salary £29,237 per annum

This is an excellent opportunity within The TTE Technical Training Group. TTE is a successful local and international training company based in Middlesbrough, UK with a number of operational projects overseas. TTE is one of the UK's leading providers of technical training and consultancy services to the industries it serves and has an exceptional reputation on the international scene.

The HSE and Facilities team is looking to recruit a Facilities Maintenance Coordinator to ensure the satisfactory completion of facilities maintenance and general repair work on TTE premises on Teesside and in Peterlee.

This is a permanent position and reports directly to the Group HSSEF Manager.

Principal Responsibilities

Main Duties & Responsibilities

- Plan and coordinate electrical remedial work and maintenance tasks on domestic and industrial supplies without supervision in accordance with applicable legislation and standards (IEE 18th Edition).
- Ensure inspection, testing and maintenance requirements within TTE premises are conducted in accordance with legislative requirements.
- Ensure facilities maintenance tasks associated with maintaining housekeeping standards in a workshop/educational environment are completed in a timely manner.
- Plan, coordinate and facilitate all statutory inspection requirements throughout the business.
- Be physically able to perform maintenance work including associated manual handling tasks.
- Line management responsibilities of the facilities and maintenance caretaker.
- Ensure the buildings are maintained by coordinating/completing minor remedial works as required.
- Liaise, coordinate and supervise contractors during sub contracted out maintenance works.
- Ensure that all wastes are disposed of in accordance with legislative requirements (chemical/general/recycling etc.).
- Plan and coordinate the movement and relocation of equipment within and around both TTE Training Centres.

Person Specification

- Communication and interpersonal skills to all levels
- Positive attitude with a 'can do' approach
- Ability to work outside the standard Centres opening hours when required due to the disruptive nature of the planned activity

Skills and Knowledge

- Competent technician with industrial and domestic installation/maintenance experience
- Able to manage own time and work safely
- Line management/supervisory experience in an industrial environment
- Knowledge of relevant HSE legislation

Education & Work Experience

- Work based experience in industrial environment
- Appropriate technical qualifications

This position will be based on Teesside with a responsibility for TTE's sister site in Peterlee and is due to commence in January 2019.

TTE is a progressive employer committed to achieving the very highest standard of Health & Safety, Quality and Service to our customers.

A Job Description and application form is available upon request from the HR Team. Please note CVs will not be accepted as a form of application.

The last day for applications will be: 16th January 2019

Any offer of employment will be subject to pre-employment checks, including the receipt of a satisfactory DBS Enhanced Disclosure, production of satisfactory references and proof of relevant qualifications, proof of right to work in the UK.

If you think you have the necessary skills please complete our application form available from the HR Team - email HR@tte.co.uk

The HR Department
The TTE Technical Training Group
Edison House
Middlesbrough Road East
South Bank
Middlesbrough
TS6 6TZ

TTE IS AN EQUAL OPPORTUNITIES EMPLOYER & COMMITTED TO SAFEGUARDING