



THE PERSON

Facilities Officer

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 2 standard of education (e.g. GCSE) or equivalent experience demonstrating basic numeracy and literacy.	E	
Level 4 BIFM (IWFM) certificate.	E	
NEBOSH / IOSH.	E	
Recognised qualification in Building Maintenance.	D	
BICS Cleaning Operators Proficiency Certificate level 1.	D	
Knowledge & Experience		
Knowledge of managing budgets.	E	
Experience and knowledge of good practices in building maintenance and grounds maintenance work.	E	
Knowledge and understanding of the main Health & Safety Regulations, including POWER Regulations, manual handling regulations, COSHH regulations and risk assessment.	E	
Previous experience in work involving building and grounds maintenance and caretaking/Janitorial duties.	E	
Experience of using and maintaining hand and power tools within the workplace, for example hammers, knives, ladders, drilling machines, strimmers and other workshop or powered machinery.	E	
Previous Fire Marshal experience.	D	
Experience of using information to solve problems.	E	
Knowledge of the broader activities of Essex Fire & Rescue Service.	D	
Skills & Abilities		

Person Specification

Ability to analyse tasks, undertake risk assessments and use best practice to achieve identified tasks.	E	
Ability to undertake manual handling tasks such as lifting, climbing ladders and moving of items.	E	
Ability to monitor and control similar work undertaken by contractors or third parties.	E	
Confident in using ICT systems such as Word, Excel, Outlook, PowerPoint (may be role specific systems).	E	
Able to analyse and interpret data and information to support decision making.	E	
Excellent written and presentation skills including the ability to produce and share complex information.	E	
Excellent interpersonal skills, able to communicate effectively and professionally.	E	
Excellent time management and planning and organisation skills.	E	
Able to identify the need to change and successfully lead teams through periods of change.	E	
Able to work independently and seek advice and guidance when needed.	E	
Able to use professional judgement and diplomacy to make decisions.	E	
Other		
The ability to travel around the county will be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form