West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: Deputy Caretaker.**

**Grade: 3.**

**Responsible To: Facilities Officer.**

**Purpose Of Post: To deputise for and assist the caretaker in providing a full caretaking role for Fire Service Headquarters and supervision of Contractors.**

 **Opening of all offices and ensuring building access at start of each working day, disarming and setting alarms and completing on site checks of Fire Extinguishers, Fire Alarms and associated equipment.**

**To provide and regularly implement day to day minor building maintenance.**

# Organisational chart.

# Main duties and responsibilities of the role.

1. To assist and deputise for the caretaker in ensuring and providing the dependable daily opening of all buildings on the FSHQ site for building users and external cleaning staff and includes the disarming of various security alarm systems and unlocking of internal doors. This may also be necessary at weekends and Bank Holidays dependent on access requirements for building users pr contracted external works.
2. To attend Service Delivery Centre, Bramley weekly to conduct checks and testing of equipment, and conducting maintenance works as required.
3. Be responsible for contractor visits to FSHQ and SDC.
4. To assist the caretaker in setting up of training classrooms and meeting rooms as required, including support for unique events such passing out parades, medal presentations.
5. To implement weekly testing, checking, recording and reporting of building facilities and systems at FSHQ and SDC to ensure they meet operational, Health & safety legislation and other requirements including, tasks such as utility meter readings, generator tests, emergency lighting etc.
6. Daily checks on toilets, washroom and welfare facilities, and restocking consumables. Consulting with cleaning contractors and providing additional cleaning as required.
7. Being first point of contact for any department or user regarding problems with building access, services or cleaning.
8. To monitor and record/report any faults on the FSHQ and SDC boiler management systems.
9. Daily checks on the plant rooms in all buildings and recording the results and reporting any faults.
10. The implementation of a wide range of building and estates management related duties, such as furniture removal, clearing debris from property and ground areas, assisting with car parking and security management, clearance of snow/ice, gritting, and conducting emergency works during severe weather.
11. Carrying out small maintenance and repair works at all WYFRS sites, including decoration upgrades, fitting of shelving and racking and other equipment, replacement of defective paving flags and general plumbing and joinery.
12. The planning and implementation of all work processes in a safe and effective manner including conducting risk assessments and safe utilization of power tools and equipment.
13. To maintain and update the WYFRS Equipment Management System (EMS).
14. To deputise for the Caretaker in effective site management.
15. To facilitate recycling initiatives.
16. To implement any further duties as required by the Property Team.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:
* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.
1. A satisfactory StandardDisclosure and Barring check is required for the role.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Training and experience in construction and building FM soft and hard services maintenance. | Essential. | Application. |
|  | Trade experience in joinery and plumbing. | Desirable. | Application. |
|  | Knowledge of cleaning and other equipment, electrical or otherwise. | Essential. | Application & Selection Process. |
|  | Ability to supervise visitors or contractors. | Essential. | Application & Selection Process. |
|  | Knowledge and experience of appropriate Health and Safety legislation and requirements for safe working practices. | Essential. | Selection Process only. |
|  | Ability to plan and implement safe systems of working. | Essential. | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Literacy and Numeracy at Level 2 / GCSE Maths and English Grade C or above / equivalent qualifications, or equivalent level of literacy and numeracy gained through work experience. | Essential. | Application.  |
|  | General ability and training for use of ICT systems for communications and data recording. | Essential. | Application & Selection Process. |
|  | Legionella Level 3 Qualification, Asbestos Awareness, Manual Handling, Basic Electrical Training. | Essential. | Application & Selection Process. |
|  | IOSH Managing Health & Safety at Work qualification, or willingness to undertake this qualification in the first 12 months of appointment. | Essential. | Application.  |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Good interpersonal and communication skills. | Essential.  | Application. |
|  | Ability to work as part of a team as well as on own initiative and without supervision. | Essential. | Selection Process only. |
|  | Ability to climb ladders and safely conduct general caretaking and maintenance tasks as required. This also involves safe and appropriate use of power tools, equipment and Personal Protective Equipment. | Essential. | Selection Process only. |
|  | Ability to prioritise and plan various works according to requirements, seasons or building use.  | Essential. | Application & Selection Process. |
|  | First Aid Knowledge. | Desirable. | Selection Process only. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Selection Process only. |
|  | To hold and maintain a current full UK valid car driving licence.  | Essential. | Application & Selection Process. |

Job Description last updated: **February 2025.**