

Job Title: Facilities Co-Ordinator

Reporting to: Head of Operations

Basic Salary: £37-42k

Job Location: LHA Head Office – Victoria, London

Our Business:

LHA London has been providing high quality accommodation in London since 1940 and now have fourteen large hostels providing affordable accommodation for nearly 2000 people in the capital. Our residents are young, single people studying or working in London, and live with LHA either to undertake educational courses, or if working, to give themselves time to familiarise with London, to make friends and to decide whether or not to make more private and long-term arrangements for housing.

Main Purpose of Job:

To ensure all LHA properties are maintained to the highest standard complying with all health and safety requirements and working within budgets set. The role includes the effective management and use of the CAFM system to ensure LHA works in the most efficient way possible to deliver effective reactive and preventative maintenance. Responsible for line management of facilities operatives and facilities painters.

Key Responsibilities Include:

- Supervise and lead all maintenance processes and operations.
- Review and administrator maintenance contracts
- Maintain all M&E to ensure it's at working standards.
- Create and implement maintenance procedures.
- Conduct regular inspections of the facilities to detect and resolve problems.
- Plan and manage all repair and installation activities.
- Assign repair schedules and evaluate repair cost estimates.
- To manage and control the CAFM system keeping the records accurate at all times.
- Document and prepare daily progress reports and maintenance logs.
- Oversee equipment stock and place orders for new supplies when necessary.
- To maintain records on health and safety, and compliance.
- Dealing with technical administration to include reports and quotations
- Set up and run preventative maintenance programme for all properties
- Work hands on in various site alongside the facilities team to achieve repairs
- Attending to re-active calls and general maintenance works and support the team.
- To implement a personal development plan for each team member, train and run tool box talks.
- Ensure all department workers adhere to the safety policies and procedures.

Key Requirements:

- Degree, diploma or equivalent In a Building and or Health & Safety related subject
- Able to demonstrate the equivalent of 5 years working in a similar multi-site environment
- Proven ability of delivering/managing responsive repairs, cyclical repairs and planned maintenance programmes.
- Proven ability to manage internal and external teams to deliver development and repairs programmes.
- Demonstrable evidence of effective project management.
- ICT literate, including use of AutoCAD, e-mail, word processing and spreadsheet applications.
- Confident communicator (both verbal and written) with a personable and professional manner and the ability to interact and relate to all levels of staff and build strong working relationships.