



Facilities / Building Maintenance Officer (Part-Time)

Location: York

Hours: Part-time – approx. 32 hours per week (flexible for the right candidate)

Salary: £25,000 – £30,000 pro rata (depending on experience and hours)

Reports to: Facilities & Projects Director

About the role

We're looking for a practical, organised Facilities / Building Maintenance Officer to help keep our offices and warehouse facilities running smoothly. This is a hands-on role with plenty of variety, ideal for someone who enjoys problem-solving, working with contractors, and taking pride in well-maintained buildings.

You'll be responsible for a mix of planned preventative maintenance, day-to-day repairs, and contractor coordination across our sites in York.

Key responsibilities

- Carry out weekly and monthly planned preventative maintenance (PPMs), including:
 - Legionella temperature testing
 - Emergency lighting checks
 - Fire equipment inspections
- Perform weekly fire alarm tests in line with service schedules
- Carry out general day-to-day maintenance and minor repairs
- Act as the main point of contact for on-site contractors and service providers
- Help oversee external services such as cleaning, waste disposal, pest control and washroom services
- Support the Facilities & Projects Director with new contracts and renewals
- Ensure contractors comply with Health & Safety requirements while on site
- Help supervise cleaning staff and ensure high standards are maintained
- Monitor heating, lighting, alarm systems and building security
- Ensure fire exits are clear and buildings are safe, secure and well-presented
- Assist with sourcing and booking contractors for larger works or project





- Work with other departments on improvement projects and facilities solutions

What we're looking for

- Well-organised, reliable and self-motivated
- A practical, hands-on approach with good DIY skills (painting, joinery, basic plumbing)
- Confident communicator, comfortable dealing with contractors and colleagues
- Proactive and flexible, with the ability to use initiative and solve problems
- Comfortable using Microsoft Word and Excel
- A good understanding of Health & Safety and environmental best practice
- Able to manage a varied workload and meet deadlines

Experience

- At least 3 year's experience in facilities, building maintenance, or a similar role

Desirable (but not essential)

- IPAF certification
- IOSH certification

Essential requirements

- Full UK driving licence (maximum 3 points)

Working hours & benefits

- Typical hours:
Monday–Thursday: 8:00am – 4:00pm
Friday: 8:00am – 12:30pm
(Hours can be adjusted for the right candidate)
- Company bonus plan
- NHS top-up health plan
- 28 days annual leave pro rata (including bank holidays)
- Company pension scheme
- Free on-site parking

