Basic job skills:

Premises technician

|  |
| --- |
| **Tasks for the premises technician:*** undertake operational checks of technical installations
* monitor water, sewerage, cooling and heating installations
* maintain equipment and machinery
* order goods and services
* process waste
* be familiar with rules, standards and legislation, and be able to document incidents and non-conformities
* keep track of budgets and the financial aspects of the work
* comply with procedures for health, safety and the environment (HSE) procedures
 |

**Reading**

**On a daily basis the premises technician will:**

* read descriptions and instructions
* read brief notes and forms
* read lists of various tasks
* read signs and information posters regarding safety
* take readings from meters and monitoring equipment

**Regularly the premises technician will:**

* read minutes of meetings
* read operating manuals for new equipment and products
* read instructions and governing documents
* read reports
* read HSE information
* read guidelines for hazardous waste disposal and recycling requirements
* familiarise themselves with new or amended internal procedures
* read documents and packing slips when receiving goods
* read messages and emails

**Occasionally the premises technician will:**

* read excerpts from legislation and agreements
* read procedures and information about how to handle flammable materials
* read information and forms relating to their own employment relationship
* read course and training plans for certification and skills updates
* read and stay up to date on energy efficiency measures
* read technical journals
* read municipal regulations concerning waste management
* read employment contracts and forms relating to their own employment relationship
* read and stay up to date on contracts and agreements

**Writing**

**On a daily basis the premises technician will:**

* write brief notes
* fill in quality and non-conformity checklists
* write short messages to themselves or others
* sign and verify forms
* use work plans and fill in forms as documentation for use by supervisors, enterprises and owners

**Regularly the premises technician will:**

* report non-conformities and incidents to supervisors or owners
* order goods and fill in order forms
* write down enquiries from residents and suppliers
* sign for receipt of goods
* write information posters for residents or employees
* write messages and emails to supervisors, residents, tenants and suppliers

**Occasionally the premises technician will:**

* write down new procedures for themselves or others
* write letters and applications
* write documents for administrative purposes and internal information
* take notes from courses and training programmes
* write reports on work performed
* write work orders and collect signatures from owners or supervisors
* prepare lists of equipment and machinery needed
* fill in forms and applications relating to their own employment relationship
* update operational and technical documentation
* post information on internal communication channels

**Oral skills**

**On a daily basis the premises technician will:**

* greet residents, colleagues or owners
* talk to colleagues or supervisors to coordinate the work
* give and receive messages and instructions
* explain the nature of the work that is carried out
* plan the job in consultation with the client

**Regularly the premises technician will:**

* listen and respond to explanations from residents, tenants, supervisors, suppliers or colleagues
* suggest changes to assignments and working methods
* receive instructions and discuss the work with superiors
* explain problems or assignments to hired technical personnel
* take part in lunch and break conversations

**Occasionally the premises technician will:**

* report and communicate about incidents or accidents
* participate in internal and external training
* ask if anything is unclear
* discuss procedures with the work supervisor or other employees
* provide information to new employees and temporary staff
* report illness or absence
* talk to different suppliers to obtain offers for goods and services

**Numeracy**

**On a daily basis the premises technician will:**

* use work drawings and convert them to full scale
* calculate the time required to carry out a job
* calculate how much material and equipment will be needed for a job
* read pressure and volume meters

**Regularly the premises technician will:**

* fill in timesheets
* consider offers and information about goods from different suppliers
* check bills and invoices
* estimate or calculate the costs of a specific job
* check their own payslip
* calculate the consumption of materials

**Occasionally the premises technician will:**

* assess the need for labour on the basis of a progress schedule and the workload
* check budgets and provide input on tasks
* calculate milage allowances
* calculate the cost of hiring personnel
* calculate consumption of resources in relation to expected use

**Digital skills**

**On a daily basis the premises technician will:**

* keep track of their own activities in a calendar
* send and receive messages and emails
* check agreements with suppliers, supervisors or residents
* register non-conformities in forms

**Regularly the premises technician will:**

* fill in information about work carried out
* send emails with attachments
* keep an electronic timesheet
* use a variety of standardised computer programs
* enter figures and information in spreadsheets
* check product information online
* order goods on online
* use a smartphone and tablet with different apps relating to tasks

**Occasionally the premises technician will:**

* search for product information, laws and regulations
* enter and store contract information electronically
* take photos to document accidents etc.
* find updated HSE regulations online
* check the internet for new environmental regulations
* use various learning resources
* compare prices from different suppliers online
* submit and respond to calls for tenders online
* store service agreements with suppliers
* use social medial to keep up to date and advertise their own business
* update electronic travel logs
* use standard office software
* use QR codes and barcodes as needed
* use various digital arenas for collaboration and communication