**Job Title** Temporary Fire Door & Fire Compartmentation Technician

**Department** Facilities Department

**Reports to** Facilities Manager

**Primary Objectives**

* To deliver the Ocean Conservation Trust mission: Connecting Us to Our Oceans by ensuring all areas of the building and estate are maintained in accordance with statutory compliance, meeting the high standards expected by NMA customers and clients.
* Delivery of an inspection, maintenance, repair and replacement programme of works for all site fire doors.
* Delivery of an inspection and maintenance programme for site fire compartmentation walls.
* Conduct all duties in a safe and responsible manner in accordance with company Health & Safety policy and the requirements of Health & Safety legislation relating to your responsibilities and to promote and act in the employer’s best interest.
* Uphold the Core Values of the NMA which are: Positivity, Respect, Integrity, Diversity and Engagement

**Duties**

* Understand and adhere to the requirements outlined in the Health and Safety at Work Act, related legislation, and pertinent environmental regulations.
* Complete training to the approved standard to enable statutory inspection, maintenance, repair and replacement of fire doors.
* Complete training to the approved standard to enable statutory inspection and hole-stopping / maintenance of compartmentation barriers.
* Develop and deliver a fire door maintenance / replacement programme.
* Develop and deliver a fire compartmentation improvement programme.
* Ensure high standards of H&S are maintained at all times.
* Maintain effective communication with other departments, particularly Front of House staff, to ensure seamless coordination of activities.
* Communicate with members of the public where required and ensure a safe working distance is maintained for public safety, even when working in a public area.
* Adopt a flexible approach to working hours to ensure the continuous operation of the NMA.
* Undertake other duties as instructed by the Facilities Manager & other Senior Management.
* Full driving licence required.