

Post No:	Enveco
Post Title:	Facilities & Project Assistant
Directorate:	Enveco
Division:	Waste and Environmental Operations
Section:	Waste Services
Reports To:	Facilities and Project Manager
Location:	Layton
DBS Status:	N/A
Grade:	£13.49 per hour

Role Purpose

To support the general upkeep, tidying, and maintenance of Layton Depot, ensuring the site remains safe, clean, and operational. The Facilities and Project Assistant will work under the direct instruction of the Facilities & Project Manager to carry out a variety of practical and maintenance-based tasks as required.

Main Duties and Responsibilities

- General tidying of depot yard, buildings, and surrounding areas
- Assisting with routine maintenance and minor repair works
- Supporting small project works as directed
- Loading and unloading of materials, equipment, and stock safely around the site
- Assisting with waste management and recycling operations
- Basic grounds maintenance (e.g., sweeping, weeding, jet washing)
- Supporting contractors when required
- Carrying out basic painting, repairs, and upkeep tasks
- Ensuring tools and equipment are maintained and stored correctly
- Complying with all depot health & safety procedures

Qualifications	Please mark which are Essential or Desirable	E/D
• Full UK Driving License		E
• Ability to carry out manual handling tasks		E
• Good awareness of health & safety in a working yard/depot environment		E
• Reliable, punctual, and able to work independently or as part of a team		E
• Experience operating plant machinery (e.g., forklifts, telehandlers, small plant)		E
• Previous experience in facilities, maintenance, construction, or yard work		D
• Basic DIY/maintenance skills		E

Working Conditions

- Casual hours, Monday to Friday
- Outdoor working environment
- Manual handling and physical work required
- PPE must be worn as provided
- Lone working within the depot
- Flexible approach to duties as required by the Facilities & Project Manager