



Job Specification

For: Facilities Manager

Ref: VR/01409

Job Description

Hard Facilities Manager

Department: Engineering

Reports to: Head of Infrastructure

Location: Royal Portbury Dock

Employment Type: Full-Time / Permanent

Job Purpose

The Facilities Manager is responsible for leading the maintenance, compliance, and operational efficiency of all building and engineering infrastructure across the port estate. This includes marine and landside facilities, ensuring high availability of critical services such as power, lighting, water systems, dockside infrastructure, and operational buildings across the 2500-acre estate which includes the Avonmouth Dock and the Royal Portbury Dock. The role involves leading the Building Services team, ensuring delivery of both hard, and maintaining compliance with maritime, environmental, and statutory regulations—particularly around SFG20, Legionella, FGas, Asbestos, and Health & Safety.

Key Responsibilities

Leadership & Team Management

- Lead and manage the Building Services team, including engineers, technicians, and FM support staff.
- Deliver high-performance culture aligned with operational needs of a 24/7 port environment.
- Provide technical guidance and ensure ongoing staff training and competency in compliance and safety-critical work.

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Hard FM Operations

- Oversee the maintenance of all MEP systems, dock and quayside services (e.g. lighting, power, pumps), marine-related infrastructure (lock gates, cranes, sluices), and buildings across the port estate.
- Deliver and monitor a comprehensive PPM programme based on SFG20, tailored to the unique operational risks of port facilities.
- Ensure continuous uptime of essential systems to support 24/7 port operations.
- Maintain the port's CAFM system with accurate asset, maintenance, and compliance data.
- Ensure an effective reactive maintenance and emergency response system for the assets.

Compliance, Quality & Safety

- Ensure full compliance with statutory obligations including port-specific regulations, DfT security standards, and HSE requirements.
- Lead the Legionella control regime, ensuring regular testing, flushing, and monitoring is in place across all relevant systems in line with ACoP L8 and HSG274.
- Manage Asbestos compliance, including register maintenance, control of works, and adherence to CAR 2012 regulations.
- Carry out audits, risk assessments, and technical inspections in high-risk areas (e.g. confined spaces, dockside zones).
- Ensure conformance to company procedures and policies, maintain department procedures and RAMS.
- Report events of noncompliance and non-conformance as per the company procedure
- Support the organisations ISO 14001 certification as part of the annual management meeting
- Work with internal auditors to identify opportunities for improvement and to ensure all external certifications are secured.

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Financial & Project Management

- Manage FM-related budgets and capital works programmes, ensuring robust cost control and forecasting.
- Lead small works and infrastructure improvement projects from conception to delivery, including procurement and contractor management.

Stakeholder & Contractor Management

- Act as the primary point of contact for all port FM matters, working with operational teams, marine services, tenants, and external agencies.
- Ensure contractors are inducted, supervised, and audited in line with port access, security, and safety policies.

Qualifications

- Degree or HND/HNC in Building Services, Mechanical/Electrical Engineering, Marine Engineering, or a related field.
- Recognised professional qualifications (e.g., CIBSE, NEBOSH, IOSH).
- Relevant certifications: 18th Edition, HVAC, water hygiene (Legionella), Asbestos awareness or P405.

Experience

- At least 5 years' experience in hard FM management, preferably in port, maritime, or industrial environments.
- Proven leadership of technical teams and management of large, complex infrastructure assets.
- Experience implementing SFG20-based maintenance or similar building services schedules.
- Experience in Legionella and Asbestos compliance in operational or regulated environments.
- Familiarity with permit systems, and confined space procedures is highly desirable.
- Experience using CAFM/BMS and managing multi-discipline FM contractors.

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Skills & Competencies

- Strong technical expertise in engineering services relevant to ports.
- Excellent leadership, communication, and contractor management skills.
- Understanding of compliance standards across health & safety, environmental, and marine-related legislation.
- Financially astute with strong project and budget management abilities.
- Proactive, solution-focused approach suitable for a high-pressure, fast-moving operational environment.
- Able to work independently, make decisions under pressure, and lead during emergency or critical incidents.

Working Conditions

- Normal office hours, with flexibility for occasional evening/weekend work as required.
- On-call support for critical incidents and emergency response coordination.
- Outdoor work and site inspections in a marine/industrial environment required.
- Travel between primary sites of Avonmouth Docks and Royal Portbury Dock regularly.

Compiled by : **Fiona Louch**
Compiled on : **01/07/26**

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