



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

JOB APPLICATION PACK

www.mawwfire.gov.uk



Introduction

Dear Applicant,

Thank you for your interest in joining Mid and West Wales Fire and Rescue Service.

My vision is for our Service 'to be a world leader in emergency response and community safety.' Whilst we have a proud track record of achievement, we know that there is always room for improvement.

When people think of a career in the Fire and Rescue Service, they tend to think of Firefighters responding to emergency incidents, but it's not just Firefighters who make mid and west Wales a safer place.

Behind the operational scene, the Service has a large range of other posts within different departments which are either office based or in our workshops, and we employee people in professional, technical, and administrative roles.

Without corporate support functions in place to provide the systems, processes and technology, the Service would not be able to deliver the best possible service to our communities.

If you're looking for a career with variety, a challenge, and opportunities for progression, along with all the benefits you'd expect from a key public service organisation, then why not consider joining us in one of our specialist or administrative support functions.

Thank you and good luck



Roger Thomas
Chief Fire Officer, *Head of Paid Service*



EIN GWELEDIGAETH

I ddarparu'r Gwasanaeth gorau posibl i gymunedau canolbarth a gorllewin Cymru.

OUR VISION

To deliver the best possible service for the communities of mid and west Wales.

#eichgtacgc

#yourmawwfrs



BEHAVIOURS

- ✓ Be Accountable
- ✓ Be Respectful
- ✓ Demonstrate Integrity
- ✓ Be Impartial
- ✓ Be Ethical

ENABLERS



Our people



Leadership and Management: Governance, decision making and continuous improvement



Financial Resilience



Corporate Social Responsibility

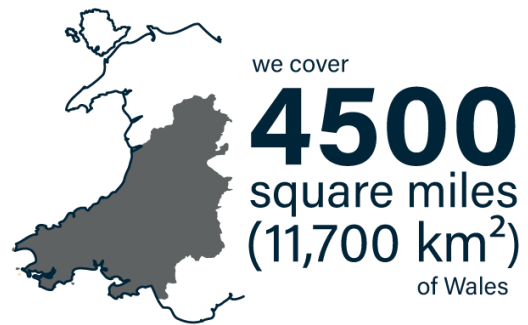


Digital and Information Communications Technologies Strategy



Partnerships and Collaboration

About the Service



The Service was created in 1996 by the Local Government (Wales) Act 1994, following the merger of Dyfed, Powys and West Glamorgan Fire Brigades. Mid and West Wales Fire and Rescue Service covers the following County Council areas:



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council



Cyngor Sir Gâr
Carmarthenshire
County Council

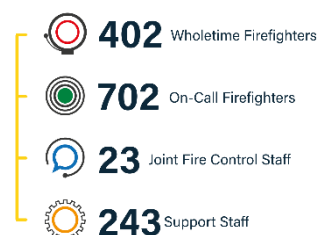


The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 km² (4,500 square miles), with 650km of coastline. With its Headquarters in Carmarthen, the Service employs 1300 staff, with a little over a 1100 of those based in one of 58 stations spread across three Divisions. The Service has the third highest population sparsity in England and Wales and there are 900,000 people that live within our Service area. This number increases to over 2 million as a result of tourism through the summer months.

It is the third geographically largest Fire and Rescue Service in the United Kingdom, behind the Scottish and Northern Ireland Fire and Rescue Services. This in itself presents a range of different challenges.

There are a variety of risks found within the Service area, ranging from the petrochemical industries in Milford Haven, to the risks associated with heavily populated areas such as Swansea and Neath Port Talbot. There is also a large farming community and many other light industries throughout the area.

These, together with an extensive coastline and inland waterways, form some of the specialised risks found within the Service.





Benefits

Working for the Service opens the door to a whole portfolio of benefits which can enhance your lifestyle both now and into the future.



Competitive rates of pay - recently reviewed to ensure fairness across all roles; with annual increments to the top of your salary band, as you build knowledge and experience.



Local Government Pension scheme - A generous pension scheme, with the Service making a substantial contribution (currently 15.2%) to funding your retirement, as well as the option to increase your benefits by purchasing additional pension or investing in Additional Voluntary Contributions (AVC).



Generous Annual leave - 26 Days plus bank holidays, going up to 33 days after 5 years employment.



Flexi Scheme - Opportunity to flex your working hours to help accommodate life outside of work.



Free on-site parking



Cycle to Work



Staff Discount scheme



Health and Wellbeing

- Access to Blue Light Card discount scheme
- Car Leasing Salary Sacrifice scheme
- Let's Connect IT equipment loan scheme
- Subsidised canteen facilities
- Sports and Social Club
- Firefighters Charity



A Working Environment Shaped by our Values

Committed to Equality and Diversity -

Equality, diversity and inclusion is at the heart of what we do as a Service and are values which sit at the core of our organisational processes, practices and culture.

As a service, we are committed to identifying, understanding, and eliminating all barriers that prevent access to services, information, and employment.

The Service currently has a small number of internal employee networks / forums in place, which play an active role in:

- Championing issues for employees;
- Contributing to the organisation's diversity and inclusion agenda;
- Advising on policy development;
- Improving the work environment for employees

Committed to reducing our Environmental Impact



We recognise that our operations have an effect on the global and local environment and are committed to minimising adverse environmental impacts within financial, operational and resource constraints.

In our race to Net Zero Carbon Status by 2030, the Service has set itself targets that align with the Welsh Government route map for decarbonisation across the Welsh public sector.

The Service has achieved Level 5 Green Dragon Environmental Standard accreditation for the 8th year in a row.

#CARBONZERO30



Job Profile

Salary: £31,067 - £32,654

ABOUT THIS JOB

Mid and West Wales Fire and Rescue Service is seeking applications from individuals for the role of Maintenance Technician within the Estates Department, based in Service Headquarters, Carmarthen.

The successful applicant will report to the Estates Maintenance Officer.

The Person

The Service administers 58 fire stations and 1300 staff with a budget of over £63 million. Mid and West Wales provides a beautiful environment in which to live and work, and the opportunity for a high quality of life.

The successful candidate will assist in managing and coordinating a comprehensive maintenance service that encompasses both proactive and reactive maintenance issues.

The successful individual will be responsible for the allocation of work to the area maintenance technicians, as well as monitoring works as required.

A driving licence is essential for the role.



Job Description

TITLE OF POST:	Maintenance Technician
RANK/ROLE:	Grade 6
POST REFERENCE:	
LOCATION:	Fire Service Headquarters, Carmarthen
RESPONSIBLE TO:	Estates Maintenance Officer
MAIN PURPOSE OF JOB:	To provide a comprehensive maintenance service that encompasses both proactive and reactive maintenance issues



SCHEDULE OF RESPONSIBILITIES

RESPONSIBLE TO

1. To undertake day to day maintenance and repair of Fire Service properties	Estates Maintenance Officer
2. To take reasonable care for personal Health & Safety and that of others who may be affected by maintenance works (including acts and omissions). To comply with all relevant Health & Safety legislation.	Estates Maintenance Officer
3. To assist with quality assuring works undertaken by external contractors.	Estates Maintenance Officer
4. To represent the Estates Maintenance Officer in their absence as and when required.	Estates Maintenance Officer
5. Assist with managing supplies for reactive and proactive maintenance by checking stock to determine inventory level, anticipating required supplies, placing and expediting orders for supplies, verifying receipt of supplies. Undertake the annual stock return. Maintain a COSHH register.	Estates Maintenance Officer
6. Undertake preventative maintenance as and when required to ensure the effective functioning of a Fire Service building.	Estates Maintenance Officer
7. To ensure that premises are fit for purpose and maintained in good order.	Estates Maintenance Officer
8. To undergo training as and when required ensuring continued development of the role.	Estates Maintenance Officer
9. To examine and update the Tek Help system in order to prioritise tasks and provide information on progression/completion of defects and requests which may involve contacting contractors as and when	Estates Maintenance Officer



required.	
10. To provide out of office cover on a 24 / 7 basis through an on-call rota system.	Estates Maintenance Officer



11. To attend to emergency call outs that may affect the security, the Health and Safety of building occupiers and front-line operations.	Estates Maintenance Officer
12. To ensure the security of premises, equipment and tools.	Estates Maintenance Officer
13. Ensures operation of equipment by completing preventative maintenance requirements, following manufacturer's instructions, arranging repairs, maintaining equipment inventories, evaluating new equipment and techniques. To ensure Estates equipment and tools are kept secure	Estates Maintenance Officer
14. To comply with the Occupational Road Risk Policy and requirements of the Road Risk Handbook therein.	Estates Maintenance Officer
15. To record and report any major defects that may cause injury to building users.	Estates Maintenance Officer
16. To ensure waste is disposed of in a safe and sustainable manner using the waste streams provided	Estates Maintenance Officer
17. Any other duties considered being reasonable within the purview of the post	Estates Maintenance Officer



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru
Mid and West Wales
Fire and Rescue Service

MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Maintenance Technician
LOCATION	Service Headquarters, Carmarthen
POST NUMBER	
GRADE	6
DEPARTMENT	Estates
DBS CHECK	Standard

Please ensure you address each of the following requirements in your Application Form as they will be used for shortlisting purposes. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Factor	Evidence	Essential/ Desirable	Assessment Method
Qualifications	A good standard of education	Essential	Application form and Certificates
	Qualification in a Trade background and work experience	Essential	Application form and Certificates
	Current Driving Licence	Essential	Application form and Certificates
	IOSH Managing Safely Certificate	Desirable	Application form and Certificates
Knowledge	Experience in the use of using many hand and power tools	Essential	Application form and Interview
	Ability to prioritise and manage workload	Essential	Application form and Interview
	Ability to record data via computer terminal or similar	Essential	Application form and Interview
	Ability to order materials, arrange deliveries and manage the relevant paperwork	Essential	Application form and Interview



Experience	Experience of carrying out routine maintenance and repairs of buildings and prioritising work	Essential	Application form and Interview
	Experience of participating in 24 Hour On Call Rota and/or responding to urgent defects	Desirable	Application form and Interview
	Experience of working on several jobs at the same time and managing time accordingly	Essential	Application form and Interview
Job Related / Personal Skills	Ability to work as part of a team	Essential	Application form, references and Interview
	Ability to work using own initiative	Essential	Application form, references and Interview
	Computer Literate	Essential	Application form, references and Interview
	Ability to work well under pressure and complete work in a given time frame	Essential	Application form, references and Interview
	Ability to problem solve and see a job through to conclusion	Essential	Application form, references and Interview
Communication	Good communication skills to include written and verbal	Essential	Application form and Interview
	Ability to provide feedback and problem solve in relation to maintenance Issues.	Essential	Application form and Interview



In line with the Service's Recruitment and Selection procedure, a standard disclosure is required as a minimum for all roles.

Certain roles will be subject to increased levels of DBS check, dependent on the duties and responsibilities of the role, and as designated by the relevant Head of Command or Department.

Where a requirement for a higher level of DBS check has been identified the level and justification for this is specified below:

LEVEL: **Standard**

PREPARED BY: Estates Maintenance
Offier

DATE REVIWED: March 2025



How to Apply

Closing Date: **21 May 2025.**

The information provided on the application form is key information that will be used in the short listing process. It is therefore important that the guidance notes below are followed when completing the application form. This will ensure all the relevant information is available to make a decision on whether you will be short listed for interview. Short listing will involve assessment of the details provided on the application form against the criteria outlined in the Person Specification provided.

Applications will be accepted in other formats where an applicant has difficulty completing the standard form as a result of disability.

What happens after you've sent in your application?

Once we've received your application, we will separate the equal opportunities monitoring form which will not form part of the selection process and will send the application form only to the shortlisting department. We will send an acknowledgement of receipt to all applicants.

Your application will then be assessed against the criteria (in a person specification) and the shortlisting panel will decide whether it can be shortlisted.

If you are not shortlisted for interview, you will be advised in writing, usually within six weeks of the closing date. If you have not heard from us by then, please contact us.

If you are shortlisted for interview, you will receive an email from us usually within 2-3 weeks of the closing date, advising the date, time and location of the interview. The email will also include details of assessment testing which is to be carried out and will continue the documentation which you are required to bring with you, if applicable to the role.



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

www.mawwfire.gov.uk