

JOB DESCRIPTION

JOB TITLE: Maintenance Operative (Multiskill 24\7)

LOCATION: Broadgate Campus

REPORTING TO: Service Delivery Manager / Supervisor

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

Job Objective & Responsibilities:

This role is a TECHNICAL role to provide support to the ABM campus engineering team. Primarily for the daily reactive help desk and out of hours call out activities 24\7. Duties will include being responsible for overnight maintenance activities, breakdowns, , escorting sub-contractors; PPM works, Isolation and re-instatement of Life Safety Systems and working across the campus with the site teams to complete daily tasks.

Main Duties:

- To carry out reactive maintenance as instructed by the help desk\security\ABM Management\British Land Management. Including, but not limited to electrical\mechanical services BMS operation and fabric issues plus inspections, in support of the Broadgate campus and ROC. Duties will also include carrying out various nonspecialist mechanical and building fabric maintenance tasks.
- To undertake ad-hoc request for escorting of subcontractors
- Ensure engineering standards are maintained to maximise the operation effectiveness and reliability of the plant and associated systems.

- To assist specialist subcontractor's requirements for out of hours PPM and Reactive tasks.

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- To ensure company QA and British Land site procedures are adhered to in all aspects.
- Ensure Company (ABM) & Site, Health & Safety procedures are followed at all times.
- Complete shift log book for each shift and undertake handover at each shift change.
- Ensure all OOH requests and Breakdowns are documented with sufficient detail to allow inputting in to CAFM System
- To inspect the condition of services and proactively deal with callouts/repairs as required, and requested by management
- Attend site emergencies, outside of normal working hours, submitting comprehensive written report
- Keep and maintain all company issued tools in a safe and serviceable manner.
- To proactively work towards the continued success and support of the contract with a positive approach.
- Complete any other associated task requested by the management. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.
- Ensure that engineering skills are maintained through a commitment to personal development and life-long learning.
- Ensure that plant rooms and the client storage area is maintained and kept safe and tidy.

Person Specification:

Essential

- Electrical\Mechanical qualifications (formal) are a requirement (18th edition, c & g 2391)
- Education - good written and spoken English and basic Mathematics skills.
- Formal Building Maintenance training. (BMS)
- Formal health and safety training. (IOSH Working safely)
- Experience (Essential) Sound understanding and experience of meeting health and safety obligations regarding maintenance activities
- Aptitudes Good verbal communication skills and good written English skills.
- Character Committed to the delivery of excellent customer service.
- To have a calm manner and able to work under pressure. Able to make sound decisions when needed.
- A team player, able to work with the ABM team and client's representatives at all levels. • Good personal presentation and hygiene
- Politically astute.
- Respectful of others
- Incumbents must have a high level of energy, be self-starters, confident and stable in manner.
- Circumstances Must be willing to provide holiday and sickness cover at short notice and be flexible in their working patterns.

NOTE

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.