

## JOB DESCRIPTION

**JOB TITLE:** Multiskilled Electrical Maintenance Engineer

**LOCATION:** Various Site central London

**REPORTING TO:** Contract Manager

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### **OUR VALUES AND BEHAVIOURS**

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**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.

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### **Job Objective & Responsibilities:**

Electrically biased trades person based on site within a team of operatives undertaking planned preventative maintenance (PPM) installation and repair of mechanical & electrical equipment and building fabric within a retail property environment and offices.

### **Main Duties:**

- To carry out planned and reactive maintenance as instructed by the Contract Manager. Including, but not limited to fault finding, test, repair and preventative maintenance of electrical building services equipment; and other electrical duties in support of the rest of the team. Duties will also include carrying out various non-specialist building fabric maintenance tasks.
- To close / update completed PPM tasks on the site computerised maintenance system.
- Ensure engineering standards are maintained in order to maximise the operation effectiveness and reliability of the plant and associated systems.
- Carry out small electrical installation work.
- To ensure company QA and site procedures are adhered to in all aspects.
- Ensure Company & Site, Health & Safety procedures are followed at all times.
- Maintain accurate site records/documentation in association with all site works.

- To inspect the condition of services and proactively deal with call-outs/repairs as required, and requested by management
- Attend site emergencies, outside of normal working hours.
- Carry out tasks within typical plant room environments and at high level, working from platforms and ladders. All access and PPE will be provided
- 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.
- Comply with ABM Health, Safety and Environmental procedures, as detailed in the site plans.
- Complete any other associated task requested by the management. This may include taking part security related tasks such as assisting with searches of the premises.

### **Person Specification:**

#### **Essential**

- City & Guilds/NVQ - Building Services Engineering or Electrical Installation/Maintenance or equivalent
- City & Guilds 2391 Electrical Test & Inspection
- City & Guilds 2382 18<sup>th</sup> Edition IEE
- Time served apprenticeship or equivalent training
- A demonstrable knowledge of building services engineering
- Previous experience of working within a team
- Customer service
- Smart appearance, presentable
- Logical thinker in fault finding situations
- Excellent interpersonal skills
- Good written and verbal communication skills
- Comfortable working within a team environment. Able to contribute to group success whilst willingly following instructions of others.
- Able to work unsupervised
- Self motivated
- Adaptable and flexible approach to work requirements, willing to accept change.
- Customer focused
- Willing to volunteer help

#### **Desirable**

- IPAF, PASMA
- Knowledge and use of computer software – Microsoft Office, Building Management Systems
- HVAC & Building Services Engineering experience

### **HEALTH & SAFETY RESPONSIBILITIES**

- Follow Group and company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

**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.