

## JOB DESCRIPTION

**JOB TITLE:** Maintenance Operative (Mechanical)

**LOCATION:** Broadgate Campus

**REPORTING TO:** Service Delivery Manager / Supervisor

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### 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.

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### Job Objective & Responsibilities:

This role is a TECHNICAL role to provide support to the site team and daywork team. Primarily for the daily reactive help desk, monitoring incoming works and seeing through to completion and close-off. Duties will include escorting sub-contractors; mechanical PPM works and working with the site team to complete daily tasks.

### Main Duties:

- To carry out planned and reactive maintenance as instructed by the Contract Manager and/or site supervisor including, but not limited to water hygiene and plant inspections; plumbing, filter changes, and other mechanical duties in support of the rest of the team. Duties will also include carrying out various non-specialist electrical and building fabric maintenance tasks.
- To close / update completed PPM tasks on the site computerised maintenance system (FSI Concept).
- Ensure engineering standards are maintained in order to maximise the operation effectiveness and reliability of the plant and associated systems.
- To assist specialist subcontractor's requirements both for PPM and reactive works.

- 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 in a timely fashion to meet KPI requirements.
- 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 plantroom 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 job description sets out the main duties of the post at the date when it was completed. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.
- Ensure that mechanical and 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.
- Update routine daily and weekly plant checks as detailed in the site log books.
- To actively support demised contracts when called upon to the same standard as the landlords contract

### **Person Specification:**

#### **Essential**

- Mechanical qualifications (formal ) are a requirement
- 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.