

JOB DESCRIPTION

JOB TITLE: Plumber/Handyperson

LOCATION: St. James Quarter, Edinburgh

REPORTING TO: Symon Washer, Contract Manager

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.

OVERVIEW OF JOB DESCRIPTION

Introduction

On implementation, St James Quarter (SJQ) will be a world-renowned retail-led mixed-use destination comprising 850,000sf of prime retail, food and leisure space, a multi-screen cinema, a world class "W" hotel, 152 private apartments and a 4-star aparthotel.

Main Duties & Responsibilities:

Plumber/Handyperson based on site within a team of Multi Skilled Technicians undertaking basic building maintenance duties, such as Plumbing, Joinery, tiling, painting, and reactive repairs to the building fabric and its associated plant.

- Comply with all relevant ABM UK Ltd company policies and procedures.
- Ensure the highest engineering standards are maintained to maximise the operational effectiveness and reliability of the site plant and its associated systems.
- To carry out planned and reactive maintenance task to the highest standards as instructed by the Technical Supervisor.
- Maintain accurate electronic site records / documentation in association with all site works

- Support the multi-skilled technician team in their delegated duties.
- Escort and on occasions control third party contractors who are carrying out specialist engineering services on behalf of the technical team.
- To proactively acknowledge the condition of the building fabric and its associated services and promptly deal with any defects that may be identified during the course of the day to day duties.
- Responsibility for the upkeep of the technical stores. Ensuring that spare parts are appropriately catalogued and that minimum stock levels are maintained.
- To source and deliver spare parts for the use of the technical team.
- To carry out tasks that may require working at height.
- 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.
- Ensure plantroom areas are kept secure, safe, and free from debris.
- The incumbent will be required to adopt a flexible approach to working hours that suit the needs of the retail sector.
- The incumbent will be required to participate in a shift pattern that will include dayshift, backshift, weekend, and public holidays.
- The incumbent will be required to participate on a call out rota.
- The incumbent may from time to time be requested to support the operation during periods such as extreme weather conditions and any other unplanned events that are likely to disrupt the business.

Person Specification:

- Smart appearance, presentable.
- Able to meet the physical demands of covering a large site on multiple levels.
- Logical thinker in fault finding situations.
- Excellent interpersonal skills.
- Good written and verbal communication skills.
- Able to encourage the willing contribution of a team.
- Able to work unsupervised.
- Able to work at heights.
- Self-motivated.
- Adaptable and flexible approach to work requirements, willing to accept change.
- Customer focused.
- Willing to volunteer help.
- Resides geographically near to job site.

Essential

- Time served apprenticeship or equivalent within one of the building maintenances trades - joinery, plumbing, or painting.
- Able to adapt their technical skill sets to meet the demands of a busy retail centre.
- Competent in the use of computerised systems, such as Microsoft Office Word, Excel, Outlook, etc.
- Sound level of administration and organisational skills.
- Previous experience of working within a maintenance team.
- Demonstrate a sound knowledge of Health & Safety in the workplace.
- Previous experience in the use of safe system of work permits.
- Resides geographically near to job site and available for call out

Desirable

- Recognised Health & Safety qualification or certificate of competence.
- Recognised COSHH qualification or certificate of competence.
- Recognised Potable Water qualification or certificate of competence.
- Knowledge and use of Building Management System (BMS).
- IPAF & PASMA Trained.

- Full UK driving license.

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.