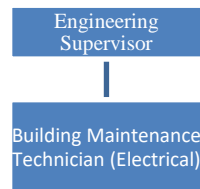


# Job Description

<i>Position Title</i>	<b>Building Maintenance Technician (Electrical)</b>	<i>Department</i>	<b>BAE Systems</b>
<i>Generic Job Title</i>	<b>Building Maintenance Technician</b>	<i>Segment</i>	<b>Corporate Services</b>
<i>Team Band</i>	<b>TBA</b>	<i>Location</i>	<b>BAE Frimley</b>
<i>Reports to</i>	<b>Regional Engineering Supervisor</b>	<i>Office / Unit name</i>	<b>TBA</b>

## 1. Organisation structure



## 2. Job Purpose

- Undertake maintenance and reactive activity to a wide range of Electrical Building Services equipment including but not limited to LV systems, general lighting, building controls, small power and distribution, BMS systems and other equipment found in modern commercial/industrial premises
- Undertake within your levels of competency, inspection and reactive activity wide range of Mechanical Building Services equipment including but not limited to heating boilers, pumps, compressed air systems, sanitary ware, fan coil and air handling units and other equipment found in modern commercial/industrial premises.
- Be an essential part of the local team who will ensure the safe operation and repair of all M&E building services and fabric equipment on the site.
- Have the opportunity to undertake weekend/out of hours working to complete intrusive maintenance activities that cannot be undertaken in client operating hours.
- Control of Contractors on site working in line with the Companies Permit to Work System.
- To implement systems that will ensure plant is maintained and operated to its optimum efficiency working towards better sustainability within the building and promote the understanding and importance of the economic use of energy.
- Audit and monitor site performance of sub-contractors and report poor performance.
- Use of IT systems (Handheld device) as part of the CAFM system.
- Work in line with issued Risk Assessments and Safe Systems of Work.

## 3. Accountabilities or "What you have to do"

- Undertake all allocated tasks and perform them in a timely, professional manner working to set SLAs and KPIs.
- Undertake training and appointment as an AP/CP in appropriate disciplines.
- Be proactive to identify and report faults with building services equipment and take steps to resolve.
- Be proactive to ensure all H&S issues are reported/escalated as required.
- Maintain informal communications with Client staff members related to service levels and issues.

- Report service affecting issued to the site management team for formal communication with the client
- Remain flexible with regards to site attendance and tasks undertaken within personal competency.
- Be fully aware of relevant Health and Safety and general legislative matters.
- Assume responsibility for ensuring compliance with all relevant Health and Safety legislation and site specific health, safety and welfare policies.
- You must ensure that you do not act in any way that endangers your health and safety or that of others. Failure to comply with the requirements of this clause may result in disciplinary action being taken against you, which may include your dismissal or notice.
- All accidents and unsafe situations must be reported immediately and recorded appropriately.
- Safety equipment, protective clothing or footwear, provided, must be used. Clothing and overalls must be kept clean.
- You must attend health and safety training as instructed by your manager to ensure that risks in the workplace are reduced.
- Included on the call out rota for specific sites

#### 4. Key Performance Indicators (KPIs) or "What it will look like when you are doing the job well"

- Planned and Reactive maintenance activities under your control are completed within contract timescales.
- All H&S requirements are undertaken.
- Reports completed and handheld device updates are to a high standard and contain all required information.
- Positive feedback from the management team and other key stakeholders.
- Accomplishes set goals - Demonstrates a constructive approach when faced with obstacles. Committed to delivering the tasks required. Resourceful and self-driven
- Analysis and Decision Making – Makes appropriate decisions. Speaks confidently and coherently. Is able to analyse problems and propose suitable solutions.
- Leadership – Takes responsibility when needed. Acts with initiative. Demonstrates energy and enthusiasm. Seeks opportunities to develop self.
- Working with others – Works effectively as part of a team. Shares ideas and information with the team. Responds helpfully and courteously to requests for information or help in a timely manner. Communicates effectively and is a good listener. Keeps an open mind when listening to the views or ideas of others. Makes a confident contribution in all situations.

#### 5. Knowledge, skills and experience – Preferred not Essential

- C&G 2382-18 (18<sup>th</sup> Edition BS7671:2018) ideally with C&G 2391 Inspection & Testing
- IOSH Passport or CSCS Card
- HND or NVQ or equivalent in a relevant subject
- 5 years experience in electrical building services and plant engineering with a good allround working knowledge of mechanical systems.
- Previous appointment as AP/CP for one or more of the following disciplines, LV, Confined Spaces, Working at Heights
- Experience of Construction Design Management Regulations (CDM).
- Excellent communications both written and verbal.
- Numerate and computer literate.

#### 6. Contextual or other information

- Training will be required to undertake certain aspects of the role
- Flexibility will be required to support other clusters and changes within the contracted BAE estate
- Travel will be required to attend other sites, frequently within the local cluster and occasionally to other clusters and for training and meetings
- Must comply with client security regulations and clearance requirements including BPSS & SC process

