

Job Description

Date: October 2021

Job title: Maintenance Technician Electrical/Mechanical

Division: CSIFM

Reports to: Site GSM

Department: Operations

Job Purpose:

The safe operation testing and maintenance of all plant and equipment and the safe repair and maintenance of all Electrical / mechanical assets within the facility. To diagnose, repair and operate plant within their specialism. Provide instruction and guidance on all technical aspects of plant and equipment. Adherence to applicable Statutory Legislation, Client Specific Policies and Sodexo Policies and Procedures.

Dimensions - Responsible for:

Supporting the Facilities Management Team in the day-to-day site maintenance at BAE Systems Washington operational contract location. Under direction, plan, schedule, and undertake the maintenance, modification and repair of client-owned building facilities and mechanical and electrical systems. Ensure the maintenance activities are most effectively and efficiently completed within Health and Safety provisions to meet the aims of the Facility Management Service Delivery requirements.

Accountabilities

Key Performance Indicators

Knowledge, Skills and Experience required

- Exceptionally skilled in the hands on maintenance, diagnosis and repair of designated plant and equipment within the limits of their skill and knowledge and be capable of anticipating potential faults or problems which may occur within the full range of building services, to avoid any disruption to the building environment including:-
 - electrical fault identification, maintain, inspect, and test lamps and lighting fittings (includes emergency lights), lamp replacement, safe installation and inspection of electrical equipment.
 - Heating systems and controls.
 - Maintain stocks of critical spares and other stock pertaining to responsibilities.
 - Water hygiene (treatment), sampling and testing, temperature recording and associated tasks to comply with L8 ACoP.
 - Planned and reactive maintenance activities,

- The timely completion of allocated Planned Maintenance Tasks
- The timely completion of Reactive Maintenance Tasks.
- The accurate completion and population of all task sheets with relevant information.

- A recognised apprenticeship in the trade specific discipline
- C&G, ONC, OND, NVQ qualified in a relevant subject
- 18th edition electrical safety, BS 2391 inspection and testing.
- Good verbal, numerate, interpersonal and computer skills
- Personally, with initiative, flexibility, and innovation to continually develop skills.
- A good knowledge of Health & Safety Legislation and COSHH.

which includes fire alarm systems testing and portable fire fighting equipment upkeep. Air conditioning maintenance, general boiler, and plant room maintenance.

- Office duties (as required): Post room duties, portage duties, basic support for AV equipment, minor furniture moves.

- Exceptionally skilled in the hands on maintenance and repair of designated Electrical and mechanical systems within the limits of their skill and knowledge, and be capable of anticipating potential faults or problems which may occur to avoid any disruption to the building environment
- The working requirements are predominately days but will involve being available when required for out of normal working hours attendance on a rotating basis according to service/client needs as directed.
- To provide technical supervision to site staff as required and contribute at all times to a good "facilities team" performance.
- Assemble, install, calibrate and commission a wide range of advanced plant and equipment.
- To comply at all times with the Company's Quality Assurance and Health and Safety Procedures and to ensure that all work is undertaken in accordance with the Industry's best practices so as to best protect the Client's and Sodexo's assets or business.
- Able to instruct others and all aspects of his/her work and provide development instruction and guidance for craftsmen on all aspects of plant in order to develop their skills and knowledge.
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<ul style="list-style-type: none"> • To ensure that all areas in which work is undertaken are kept in a clean and tidy condition to ensure minimum disruption to the building users. • Responsibility for a service activity for ensuring compliance with all relevant Health and Safety legislation and site specific health, safety and welfare policies in accordance with the industry's best practices so as to best protect the Client's and Sodexo's assets or business. • Maintain formal and informal communications with all parties related to service activities/working group. • To liaise and co-operate with the visits of specialist sub-contractors and other visiting disciplines to ensure the continuing efficient operation of the plant without disruption to the occupants. • Use of IT systems to provide/monitor data within the Quality Assurance and other management reporting systems <p>Undertake other tasks deemed to be within your capability.</p>		
Competencies	Key Tasks:	
Level <ul style="list-style-type: none"> • Relationship Management • Resilience • Working with others • Planning and Organisation • Results Orientation • Continuous improvement 	<ul style="list-style-type: none"> • Complete task specific Risk Assessments and to ensure proactive adherence to Health and Safety at all times. Follow safety practices in work methods and procedures; (rules, regulations, codes, safe work habits and potential hazards presented by the work environment). • Undertake general maintenance activities in servicing and maintaining asset deemed appropriate to the skill based competences required within the job role and responsibilities. 	
Other information relevant to the position		

Post includes element of standby coverage and other duties as required for team coverage during leave and absence periods.