**EXPERTISE**

Job description

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| Function:  | Maintenance |
| Position:  | Light Maintenance Technician |
| Job holder: |  Signature: |
| Date (in job since): |  |
| Immediate manager: | Operations Manager  |
| Additional reporting line to: | Account Manager |
| Position location: | Honda F1, Milton Keynes |

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| 1. Purpose of the Job  |
| To provide an efficient and professional maintenance and support service to Honda F1, their Associates, visitors and other onsite Contractors and Sodexo. |

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| 2. Organization chart  |
| See next page |

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| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Competent at DIY – Plumbing/ Painting & Decorating
* FLT Certified - Daily FLT Inspections (Safety Checklist) – but not essential but must be willing to complete training, this may take place off site
* IOSH Working Safely or equivalent to allow participation in site Contractor Management/ Inductions / Monitoring (point of work audits)
* A solid understanding of Health & Safety Matters
* Overseeing and supervising with Large Deliveries (Plant) and coordination / communication with building occupants
* Planned & Reactive Building Fabric Repairs excluding Electrical On Site – External Hygiene - Litter Picking, Sweeping Kerbs, Weeding
* SIA Licenced to support security team- but not essential however must be willing to complete training that may take place off site
* Helping with events / meeting room configuration / construct furniture / removal of waste within the premises
* Any other reasonable Tasks / Request
* Liaise with fellow engineers, Management and The Client
* Complete paperwork and ensure records are kept up to date for work completed
* Use of Global Maximo to log maintenance tasks
* Undertake any other duties as may reasonably be required by the Operations Manager, Group Security Manager and/or Honda management team
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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Be able to set SMART objectives before conducting works
* Deliver a high standard of finish with every task undertaken
* Poses a “Can Do” attitude
* Deliver all task in a timely manner
* Risk Assess all surroundings associated with the task in hand
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| 5. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Must have experience carrying out fabric maintenance within commercial properties
* Suitable qualifications – electrical / painting and decorating / plumbing / carpentry or relevant experience
* MUST be focused on Health and Safety and assist with promoting a safety culture of zero harm mind-set
* IOSHH Working or Managing Safely / CSCS card beneficial
* Must have a can do attitude and be a self-starter
* Must be customer facing with good written and verbal communication skills
* Must be IT literate to a good standard using Microsoft Word / Excel / PowerPoint
* Ability to communicate in English both verbally and in writing to an excellent standard
* IT literate
* Strong interpersonal skills enabling good relations with customers, Clients and colleagues
* Ability to work as a team player
* Ability to organise oneself and prioritise tasks and work alone
* Ability to attend training courses some of which may be off site
* Has the ability to take pride in tasks undertaken
* Clean and tidy appearance
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