# **Job Description**

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|  | *P**osition Title* | **Maintenance Technician (Air Con and Refrigeration)** |  | *Department* | **BAE Systems** |  |
|  | *Generic Job Title* |  **Air Con and Refrigeration Technician** |  | *Segment* | **Corporate Services** |  |
|  | *Team Band* |  |  | *Location* | **Glascoed** |  |
|  | *Reports to* |  **Engineering Manager** |  | *Office / Unit name* | TBA |  |
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|  | 1. Organisation structure |  |
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|  | 2. Job Purpose* Member of engineering team supporting the safe operation and repair of all M&E building services and fabric equipment across site including but not limited to general responsive maintenance tasks, building deep cleans, equipment moves, waste removal, PM tasks, etc.
* Take part in a rota to provide a reactive maintenance service outside operating hours of the site.
* To work within a shift system to provide a core presence at client sites within an extended weekday period.
* To undertake weekend/out of hours working to complete intrusive maintenance activities that cannot be undertaken in client operating hours.
* Working in line with the Permit to Work System.
* Use of IT systems (Handheld device) as part of the CAFM system.
* Work in line with issued Risk Assessments and Safe Systems of Work.
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|  | 3. Accountabilities or “What you have to do”* Undertake all allocated tasks and perform them in a timely and professional manner.
* Undertake training and appointment as a Competent Person 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.
* 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 accidents recorded in the Accident Book.
* If we give you safety equipment, protective clothing or footwear you must use it. 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.
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|  | 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
* 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.
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|  | 5. Knowledge, skills and experience* IOSH Passport or CSCS Card
* (Preferred but not essential) Previous appointment as CP for one or more of the following disciplines, Working at Heights, Confined Spaces.
* Excellent communications both written and verbal.
* Numerate and computer literate.
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|  | 6. Contextual or other information* Training will be required to undertake certain aspects of the role.
* This role will be mobile but site based and flexibility will be required to support other sites and clusters and changes within the contracted BAE estate.
* Travel will be paid where required to visit locations other than the base site.
* Travel will be required to attend other sites, frequently within the local cluster and occasionally to other clusters and for training and meetings
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|  | 7. Dimensions  |  |
|  | *Financial* | None  |  |
| *Staff* | None  |
| *Other* |  |
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| Version | 1 | Date |  |
| Document owner |  |