****

Job Description

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  | **P****osition Title** | Engineering Technician |  | **Department** | Maintenance |  |
|  | **Generic Job Title** | Multi skilled engineer |  | **Segment** |  |  |
|  | **Team Band** |  |  | **Location** | Central Cambridge |  |
|  | **Reports to** | Asset Engineer |  | **Office / Unit name** |  |  |
|  | | | | | | |
|  | **Organisation structure** | | | | |  |
|  | | | | | | |
|  | **Job Purpose**  To work with the site-based engineering team, sub-contractors and any other specialist required to attend the site for building maintenance and engineering related reasons. The client may require assistance from the engineering team which will be co-ordinated by your line manager.  To provide the service delivery in line with best practice, statutory compliance and to the SLA’s for the site.  Ensure that all PPM’s and reactive tasks are completed within the allocated timeframes co-ordinating with your line manager for closures and extensions of tasks when required.  Ensure that there are enough spare materials available to prevent service delivery failure.  Participate in the engineering on call rota across all of the buildings covered by the account. | | | | |  |
|  | | | | | | |
|  | **Accountabilities** or “What you have to do”   * Carry out preventative and corrective maintenance tasks for all site plant & equipment. * Carry out multi skilled activities within the engineering remit. * Control of sub-contractors RAMS for both PPM and reactive call out visits. * Operate a permit to work system in accordance with Sodexo and the clients H&S requirements. * Manage and maintain sub-contractor folders ensuring all records are accurate and up to date. * Manage and maintain Sodexo QMS ensuring all files are up to date. * Be responsible for monitoring and maintaining critical spares stock levels. * Manage minor project works via permit issuing, monitoring H&S, Housekeeping etc. * Ensure all work orders are completed and closed down on the CMMS (SAP) by given finish date. * Fault finding and monitoring of plant using the sites BMS program. * Assist other Sodexo departments when required. * Attend all mandatory Sodexo training. * Comply with the most up to date health and safety legislation. * Make sure roof and plant areas are kept in a safe and tidy condition. | | | | |  |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  | **Key Performance Indicators**   * Completion of planned maintenance tasks via the computerized maintenance management system (CMMS). * Completion of reactive or remedial maintenance tasks via the CMMS. * Reporting of near miss situations to line manager and the relevant SHE department. * Customer service – Develop and maintain a good client relationship. * Monitoring levels of critical spares. * Completing all mandatory Sodexo and client driven SHE training. * Tidy and presentable appearance. | | | | |  |
|  | | | | | | |
|  | **Dimensions** | | | | |  |
|  | Financial |  | | | |  |
| Staff |  | | | |
| Other |  | | | |
|  | | | | | | |
|  | **Knowledge, skills and experience**  ***Essential***   * Must be an excellent team player, problem solver, communicator and have a positive ‘can do’ attitude. * A good knowledge of current health and safety standards and regulations. * Time-served apprentice trained would be an advantage * Must be a multi skilled maintenance engineer with ability to perform minor electrical fault finding. * Experience maintaining and fault finding with FCU’s, Pumps, pressurisation systems, Motors and air conditioning systems. * A good level of knowledge surrounding commercial plumbing and heating systems. * Willingness to join the out of hours on call team.   ***Desirable***   * PASMA / IPAF trained * Knowledge of CMMS systems, particularly SAP and Prime * Experience with the control of subcontractors, hot works and working from height permit issuing. * 18th edition * Plumbing or Pipefitting qualification | | | | |  |
|  | | | | | | |
|  | **Contextual or other information**   * Must be smart and presentable * Good timekeeping skills are a must * Experience working inside a large company / corporate environment. | | | | |  |
|  | | | | | | |
|  | | | | | | |
| Version | | |  | Date |  | |
| Document owner | | |  | | | |