# **Job Description**

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|  | *P**osition Title* | | | **Maintenance Electrical Technician** |  | *Department* | | **Technical Services** |  |
|  | *Generic Job Title* | | | **Maintenance Electrical Technician** |  | *Segment* | | **Corporate Services** |  |
|  | *Team Band* | | | **TBA** |  | *Location* | | **Nestlé York** |  |
|  | *Reports to* | | | **Engineering Supervisor** |  | *Office / Unit name* | | TBA |  |
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|  | 1. Organisation structure | | | | | | | |  |
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|  | 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 Electrical & Mechanical Building Services equipment including but not limited to heating boilers, pumps, compressed air systems, sanitary ware, fan coil and air handling units and BMS systems and other equipment found in modern industrial premises. * Be an essential part of the local team who will ensure the safe operation and repair of all M&E building services on the site. * To work within a daily working operation to provide a core presence at client sites within an extended weekday period. * To undertake weekend/out of hours working to complete out of hours work & maintaence activites that cannot be undertaken in client operating hours. * Working in line with the Permit to Work System where applicable. * To implement systems that will ensure plant is maintained and operated to its optimum efficiency. * Take part in Appraisals/Performance Reviews including the recognition of training and development needs. * Monitor site performance of sub-contractors and report poor performance where applicable. * Use of IT systems as part of the CAFM system for daily working operations. * Work in line with issued Risk Assessments and Safe Systems of Work. * Undertake all necessary electrical training schemes/course to move towards electrical qualification as deemed necessary by Sodexo/Client * Report directly to Electrical Senior Technician | | | | | | | |  |
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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 appointments as an Electrical Improver 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 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 job specific updates are to a high standard and contain all required information. * Positive feedback from the management team and other key stakeholders. * Accomplish 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. | | | | | | | |  |
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|  | 5. Knowledge, skills and experience   * City & Guilds Accredited Basic Electrical course (Approved by Nestlé) * IOSH Passport or CSCS Card * 5 years experience in electrical building services and plant engineering with a good alround working knowldge of electrical systems. * (*Preferred but not essential*) 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 is desirable (CDM). * 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 * Travel may 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 | |  | | |
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