JoB description

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| Position Title | Multi Skilled Engineer – Mechanical Bias | Department | Hard Services |
| Generic Job Title | Multi Skilled Engineer | Segment | Corporate Services |
| Team Band | Unbanded | Location | UCB |
| Reports to | General Services Manager | Office / Unit name | Windlesham |

## ORGANISATION StRUCTURE

General Services Manager

Head of Talent

Multi Skilled Engineer

#### Job Purpose

* Completion of site day to day planned & reactive maintenance requirements in line with work order

schedules, operational requirements and contractual KPIs

* Diagnose and solve operational problems to maintain the day to day efficient running of plant
* Support subcontractors performing planned and reactive tasks on site – site inductions, HSE

documentation, permit & isolations, hosting

* Complete maintenance and testing of all Building Systems active in Show Ready, achieving

statutory and contractual compliance. Supporting subcontractors where required

* Complete and assist any minor works or project requirements
* Maintain the engineering workshops in accordance with site standards
* Follow the correct processes (UCB or Sodexo) when carrying out equipment modifications or improvements
* Accept, follow and document safe systems of work to ensure safe working environment
* Ensure safe working, limit down time and risk exposure and prevent business interruption and

financial implications

* Contribute to continuous improvement through identification of best practice, proposing options and implementing solutions
* Work effectively as a member of the team in order to ensure that effective communication channels and efficient working practices are maintained within the working period/team

#### Accountabilities or “what you have to do”

* Ensure that all scheduled maintenance activities are carried out on time in accordance with site PPM system
* Ensure all activities are conducted in a safe and compliant manner
* Act with integrity
* Work collaboratively
* Seek to develop and improve
* Be customer focussed
* Support project work, including mechanical lockouts
* Be flexible toward overtime requests
* Be flexible toward work requests, supporting the wider FM team, when required
* Be on a call out rota
* To provide cover and response at UCB Windlesham as required
* Manage mechanical insurance inspections
* Support GSM with the management/coordination of legionella compliance

**Key Performance Indicators (KPIs)** **or “What it will look like when you are doing the job well”**

* Carry out PPM, Reactive, Minor Works, and Projects in accordance with set schedules and meeting contractual KPI requirements
* Ensuring statutory compliance and engineering standards are maintained, in order to maximise the

operational effectiveness and reliability of the plant and associated building systems.

* Work with the client and contractors (where applicable) to determine appropriate calendar timing

requirements for any maintenance operations to minimise disruption to the business.

* To assist other disciplines as necessary
* To attend site meetings as required.
* Demonstrate a proactive and can do attitude with regards to problem solving
* To undertake miscellaneous duties as requested by the client, where safe to do so
* To identify energy and cost saving opportunities, always striving to improve engineering service
* To be an ambassador for Sodexo Hard Services Team on site, - Clean, Smart, Helpful and Proactive.
* Positive customer feedback
* Confident and committed to providing a high quality professional service.
* Complete Sodexo/UCB training requirements specific to the site that may be away from your core skills in order to fulfil contractual requirements and achieve compliance.
* Flexibility with regards to working hours and weekend working.
* To respond to call outs and cover breakdowns and emergencies associated with all site plant and systems as required

#### Skills, Knowledge and Experience

* Experience within a similar role.
* Demonstrate all round building systems knowledge – this is not an exhaustive list
	+ - Fire Alarm Systems
		- Sprinkler Systems
		- Security Systems
		- Emergency Lighting Systems
		- General Lighting System Requirements and Controls – Luxmate
		- Electrical systems
		- UPS
		- BMS
		- Generator Systems / Switch Rooms
		- CCTV systems
		- PAT testing
		- MCC Maintenance
		- Extract/Ventilation Systems
		- Trace Heating
		- Lightening Conductors
		- Flood Protection
		- Plumbing
		- Building Fabric
* Hold a technical BTEC in their chosen discipline
* Have at least 2yrs post apprenticeship training
* Familiar with COSHH
* Confidence and commitment to providing a high quality, professional service
* Good written and verbal communication skills
* Ability to proactively work as part of a team
* Ability to work unsupervised and take responsibility for the completion of tasks
* Ability to prioritise work tasks based on customer needs
* Ability to develop a good understanding of the customer business requirements
* Effective organisational/problem solving skills
* Adaptable and flexible in approach to work when required
* Ability to remain calm under pressure
* Resides geographically for contract support

Preferred

* Experience within a multi – disciplined maintenance environment
* Practical use of Microsoft office – Word, Excel
* BOAS training
* Medical & Laboratory Gas training
* Understand the requirements of PSSR – pressurisation systems
* Understand the requirements of HSG39 – compressed air safety
* Authorised Person Mechanical – (or Qualifications to enable Training).
* Experience with PPM management systems – Maximo or equivalent
* Recognised Mechanical Apprenticeship

#### Contextual or other information

* Comply with any reasonable request from your line manager
* Attend any training and meetings as requested
* Teamwork - actively contributes to the team and strives to improve teams’ effectiveness through personal commitment
* Planning, Organising & Executing – able to understand the priorities, plan and organise the work and manage own time to deliver within the expected timescales
* Communication – communicates clearly and concisely and ensuring understanding of all relevant

information in all circumstances

* Risk Management – is aware on the impact on risk to the business and applies the necessary

controls

* Adaptability – is responsive and open to changing circumstance
* Drive for Excellence – aims to deliver a high standard of work
* Self Motivation and Development– is confident in own ability and is motivated to deliver, using

opportunities to further develop

* Customer Awareness – responsive to the needs of the customer and aims to deliver customer

satisfaction