

Job Description

Job title	Maintenance Engineer (Electrical Bias)	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

Job purpose:

To operate within a site based team of maintenance engineers carrying out PPM and Reactive works to Building Services Systems within a group of client buildings.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Responsibilities:

Working within a team in group of client buildings in the Headington area of Oxford and one building in Swindon. The buildings are modern and the working environment is clean.

The Maintenance Engineer will be employed on work that is appropriate to their core and specialist skills. They will, however, be expected to have and acquire elements of other skills which will enable them to work flexibly across trades.

Suitable training may be given when required to ensure that they will be competent to achieve the skills and ability where required to perform the following.

- Carry out Planned Preventative and Reactive Maintenance.
- Provide a multi-skilled maintenance service, which covers electrical and mechanical disciplines.
- Carry out modifications and installations when required.
- Liaise with contractors or external suppliers where required and clearly communicate technical issues.
- Ensure that work is carried out to a high standard and in line with current company (and Client where applicable) policies and procedures.
- Provide a service that ensures all mechanical and electrical equipment is running to optimum performance.
- Take ownership of tools and equipment provided and ensure maintained to an appropriate standard, reporting any defects immediately.
- Monitor and control operation of Building Critical Systems
- Carry out PPM & Reactive maintenance to all client assets which may included gas fired appliance, steam systems, Air conditioning, refrigeration & chiller systems, lighting & emergency lighting.

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- Ensure that plant faults and defects are swiftly remedied to maintain plant in serviceable order at all times
- Maintain asset records on the client's PPM / Helpdesk system through the use of a Tablet device.
- Ensure that accurate and comprehensive records are kept appertaining to: statutory tasks, Health & Safety, Building Compliance and
- Quality Assurance
- Escort and monitor specialist subcontractors
- To operate within a Permit to Work System in accordance with EMCOR UK procedures
- To assist with routine quality assurance checks on work activities, record keeping and general housekeeping
- Ensure that suitable spares are available to carry out maintenance of the above plant
- Overview the buildings environmental conditions using the BMS System and utilise same to maintain acceptable internal conditions
- Ensure that Method Statements and Risk Assessments are prepared for all tasks carried out to ensure safe working practices
- To maintain & develop good client relationships
- Ensure the provision of a Safe & Healthy working environment
- Ensure a professional image of EMCOR UK is presented to clients and visitors
- Be part of the out of hours on call rota

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Committed to the delivery of excellent customer service
- Flexible working, will be required to be available on a callout rota.
- Calm manner, able to work under pressure
- Able to make sound decisions when needed
- Able to ascend and descend vertical access equipment
- Able to work at height
- Formally trained in one or more of the following - Mechanical plant, plumbing systems, steam plant, gas appliance maintenance, Air Conditioning Systems.
- General all round knowledge of maintaining Heating & Ventilation, building support systems and their methods of control
- Knowledge or awareness of BMS and electrical systems.

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- Experience of maintaining high specification plant serving laboratory and office environments
- IOSH Working Safely
- Must be able to read M&E drawings
- Good Mechanical/Electrical knowledge
- Good communication skills

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	