

## Job description

<b>Role title</b>	Maintenance Technician (Electrical Bias)
<b>Reporting to</b>	FM Lead.
<b>Role duration</b>	Permanent

### Purpose of the role

To support the FM activities within Radiology and upkeep of the facility. This includes planned maintenance and reactive work as well as supporting non routine work, for example building lifecycle activities or changes to the building. The goal is to minimise the reactive workload through good maintenance. The execution of all tasks is to be of a high standard; performed safely and professionally. It is noted that construction, major structural repairs, repair of electronic and complex medical equipment is beyond the scope of this position.

Task list
<ul style="list-style-type: none"> <li>• Perform PPM Tasks issued via Help desk. This may be required from time to time, as the business needs to be completed outside of core working hours.</li> <li>• Ensure PM tasks are completed in line with our performance obligations.</li> <li>• Plan PPM Tasks to ensure a practical and efficient approach. Minimising downtime and considering access, tools, competence to complete task and parts availability, arranging contractors etc.</li> <li>• Escort contractors as and when required. This could be outside of core hours.</li> <li>• Inspect sub-contractor work and ensure any corrective actions are appropriately followed up.</li> <li>• Complete job sheets in an accurate and timely manner. Record accurately any results or comments.</li> <li>• Assist other members of the team as required or instructed by Line Managers and Senior Management.</li> <li>• Perform allocated reactive tasks (reported by the customer to the helpdesk or assigned by the FM lead). Priority dictated by service level agreement.</li> <li>• Initial attendance – assess and estimate time and materials required to resolve.</li> <li>• Make arrangements for subcontractors to attend if and when required.</li> <li>• Complete job sheets in an accurate and timely manner. Record accurately any results or comments.</li> <li>• Interruption or delay to planned maintenance to be discussed with the Line Manager.</li> <li>• Participation in the On-Call Rota is required.</li> <li>• Proactive maintenance and logging of such tasks via the CAFM system.</li> <li>• Record any observation or issue on the task list or share any observation with your Line Manager for further investigation and/or advise if contractors are required to completed tasks.</li> <li>• Responsible for the upkeep of the facility.</li> <li>• Maintaining appropriate levels of stock/spare parts. Obtaining quotes and correct part information to pass on for approval.</li> <li>• Undertake other tasks appropriate to your abilities and qualifications as necessary and agreed from time to time.</li> <li>• Be compliant with any current company policies and procedures.</li> <li>• This job description does not claim to be exhaustive in the duties it defines.</li> </ul>

## Capability profile

Qualifications	Essential	Desirable
Electrical competence	✓	
Proven FM aptitude and capability.	✓	
A formal engineering related qualification would be advantageous		✓
Completed a recognized apprenticeship or holds an equivalent City & Guilds qualification.		✓
Skills	Essential	Desirable
Demonstrable analytical skills with sound problem solving ability	✓	
Good organisation skills and be self-motivated.	✓	
Must have a can-do approach and be able to work closely with others.	✓	
Good Communication to all levels of staff (e.g., management, subcontractors, client staff, patients, etc.).	✓	
Attention to detail.	✓	
Advance knowledge of MS Office (Outlook, Word, Excel, etc.)	✓	
Experience	Essential	Desirable
Facilities maintenance experience – including Electrical, Ventilation, BMS, etc.	✓	
Practical knowledge of Health and Safety. Including CDM, safe systems of work, COSHH, Risk assessments, lone working, etc.	✓	
BMS (Building Management System) experience or prior exposure.		✓
Fire alarm and access control experience or prior exposure.		✓
Previous experience and or employment within a health care environment and/or facilities management contract.		✓
Languages	Essential	Desirable
English	✓	

## Mobility requirements

<b>Role location</b>	Site based
<b>International travel</b>	No

## Other

<b>Ergéa Quality Assurance and Environmental and Health &amp; Safety</b>
Comply with policies, and work to maintain a high standard of customer service and protect the safety and health of you, your colleagues, our customers, and members of the public. Promptly raise any concerns regarding potential violations of the policies.

**DBS - Disclosure & Barring Service disclosure (formally Criminal Records Bureau disclosure)**

A DBS Enhanced Disclosure is required for all applicants.

The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report.

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