

Facilities Maintenance Air Conditioning Engineer – Job description

Stannah

Company: Management Services

Function: Facilities

Reports to: Facilities Supervisor

Purpose

With a focus on the installation, service and repair of air conditioning units, the Facilities Maintenance Air Conditioning Engineer will provide a facilities service to the Group businesses shared property on East Portway and to other Andover property by agreement.

Key Responsibilities

1. Complete the installation of air conditioning systems across the portfolio of premises.
2. Attend reactive service calls on a variety of air conditioning units, including splits and VRF systems.
3. Carry out preventative maintenance on air conditioning and ventilation units.
4. Undertake fault diagnosis of existing systems. Identify and report all associated issues and measures required to fix.
5. To participate in the call out rota and respond to emergency breakdowns across the sites.
6. Adhering to all Health & Safety requirements as detailed within the health and safety management system, risk assessments and method statements.
7. Utilise mobile device and internal systems to receive, update and communicate all tasks assigned and complete within agreed timescales, effectively managing own workload.
8. Support the wider Facilities Maintenance team to perform planned and unplanned maintenance, installations and other projects where required, and be flexible and assist the team to achieve their mutual goals.
9. Identify and if requested order supplies as needed for work.
10. Ensure documentation of maintenance activities is accurate and assist in keeping building plans up to date.
11. Recording of all asset related data, ensuring accuracy and integrity of the data collected on report sheets.
12. Follow safe systems of work, taking reasonable care of their own health and safety, and that of others. Eliminating or reducing risks where practicable by complying with site safety rules and instructions, risk assessment and method statements and reporting hazards to management for prompt action.

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This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the Facilities function.

Skills and Experience

- Must have 2+ years' experience working with air conditioning systems
- Strong working knowledge of the installation and servicing of a wide range of air conditioning systems
- Must be F-Gas certified
- Strong understanding of and experience working to Health and Safety regulations
- Some or all of the below experience is desirable:
 - General decoration and refurbishment tasks
 - General building, brickwork and plastering.
 - Plumbing, heating and ventilation.
 - Kitchen and restroom installation.
 - Roadway and footpath maintenance and repair.
 - Plumbing qualification would be advantageous.
 - Assembly and installation of furniture
- IPAF / PASMA licence desirable
- Full drivers licence required

Personal Attributes and Behaviours

- Excellent communication skills with the ability to interact at all levels in the business
- A supportive approach to coach and mentor other members of the team
- Comfortable working alone and as part of a team
- Remains calm & effective under pressure
- Sets an example to others
- Works under own initiative and in an organised manner

Relationships

Internal

Work closely with all levels in the business to ensure the service is considered as adding value including persuading people to adopt different approaches.

External

Maintain professional relationships with contractors to ensure competitive solutions and a desire for an on-going commitment for the business.

Education and Qualifications

- Practical experience
- F-Gas certified