

Facilities Maintenance Electrician

Stannah

Job description

Company: Management Services

Function: Facilities

Reports to: Premises Maintenance Manager

Purpose

With a focus on the installation, Inspection and Testing, the Facilities Maintenance Electrician will provide a facilities service to the Group businesses shared property on East Portway and to other Andover property by agreement.

Key Responsibilities

1. To install, commission, service and fault find Electrical systems on Stannah premises.
2. Undertake fault diagnosis of existing systems where testing of electrical connections will be required.
3. To participate in the call out rota and respond to emergency breakdowns across the sites.
4. Adhering to all Health & Safety requirements as detailed within the health and safety management system, risk assessments and method statements.
5. Utilise mobile device and internal systems to receive, update and communicate all tasks assigned and complete within agreed timescales, effectively managing own workload.
6. 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.
7. Identify and if requested order supplies as needed for work.
8. Ensure documentation of maintenance activities is accurate and assist in keeping building plans up to date.
9. 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.

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.

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Skills and Experience

- Must have 3+ years' industry experience.
- Strong working knowledge of the installation and servicing of a wide range of Fire Alarms
- Strong understanding of and experience working to Health and Safety regulations
- Some of the below experience is desirable:
 - General decoration and refurbishment tasks
 - Plumbing, heating, and ventilation.
 - Kitchen and restroom installation.
 - 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
- 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

- City & Guilds 18th Edition Wiring Regulations 2382-15
- City and Guilds 2391 Level 3 – Inspection and Testing of Electrical Installations
- Level 3 Technical Certificate NVQ / Gold Card