

Maintenance Electrician

Reporting to Contracts Manager

Job Description

- Provide Planned and Reactive Electrical Maintenance across multiple sites & sectors
- Deliver Planned Preventative Maintenance, Reactive Repairs and Installation works across various asset types such as but not limited to:-
 - Lighting systems
 - Electrical Distribution Boards & Associated Circuits
 - Fire & Intruder Alarm systems
 - Pumps, Motors and associated Control systems
 - Building Management Systems
 - PAT Testing
 - HVAC systems
 - EV systems
- Fault finding and repairs on electrical equipment & systems
- Carry out alterations, installations and electrical testing in accordance with specification and legislation
- Responding promptly and positively to reactive call requests from our Helpdesk Team
- Provide On-call Service as part of a call-out rota
- Compilation of quotes for installation & repairs works; specifically outlining the quantities of materials and labour times required
- Identify non-repairable issues and promptly advise the Contract Manager of findings and recommendations
- Required to travel to various locations in order to fulfil their allocated task
- Follow instructions from Line Manager regarding scheme and scope of works
- Carry out tasks in accordance with the Service Level Agreements (SLA's)
- Monitor and update the CAFM system
- Liaise with our Health and Safety Forum and Human Resource to engage with Learning and Development in accordance with Site Safety Regulations; keeping them up to date as required.
- Look to Sustainably use resources/materials and recycle where possible
- Always represent the company in a professional and positive manner to internal and external personnel
- Any other duties which are required by the business and within the scope of the role

Personal Specification

- NVQ Level 3, AM2, City & Guilds 2391 Inspection & Testing
- Previous experience in Electrical Maintenance & Installation
- Ability to maintain and repair a range of electrical systems to recognised standards whilst working with minimum supervision
- Ability to repair and maintain a range of equipment
- Application of their vocational experience to the benefit of the business
- Ability to use own initiative, working accurately with policies and procedures

- Prioritise workload and meet deadlines
- Good written and verbal communication skills
- PC literate
- Full Diving License
- Customer focused
- Self-motivated and flexible in your approach to work
- Good problem-solving skills
- Work carried out to a high-quality standard

Key Performance Indicators

- Teamwork and Communication- *Promptly report back to management about projects and remain flexible during working hours to accommodate reactive maintenance*
- Time bound Delivery- *honouring deadlines set by management without compromising the job in hand.*
- Health and Safety- *Adhering to rules and regulations relating to health and safety; engaging with training and promoting a culture that supports safe working.*
- Asset Logging and work quality- *Work should be completed to a high standard, using the correct amount of resources available and recording what is used.*