

Sykes and Son Ltd

Job Description and Person Specification

Title of Position:	Maintenance Engineer, Mechanical
Based at:	London – Battersea
Title Position Reports to:	Contracts Manager
Working Relationships:	Clients/Colleagues
Direct Reports:	None

Job Purpose

To undertake the planned maintenance and reactive fault finding to HVAC plant and equipment on site, along with support to the day-to-day M&E operations

Aims and Objectives

To focus on the expected team behaviours for achieving significant results and outcomes for the business, helping Sykes & Son to maintain its reputation with our customers.
 To provide a high quality support service to Facilities Management contracts
 Ensure adherence to Health and Safety at all times
 To be responsive and cooperative and achieve the required tasks set
 Be part of a cohesive working team which aim to provide a high level of service to the client

Key Responsibilities and Accountabilities

- Carry out routine tasks on a daily / weekly basis as defined by the site Planned Preventative Maintenance (PPM) system to electrical, mechanical, gas and Heating Ventilating Contractors' Association (HVAC) services.
- Carry out minor installation work to the above services and systems
- Carry out technical surveys and report findings to the office
- Survey new works and produce list cost of materials, as required
- Deal promptly with any priority works allocated by the site Help Desk
- Enter and maintain all information on any worksheets issued by Help Desk, include details as to action taken and hours expended and return completed job sheets promptly
- Undertake training that may be required to fulfil duties
- Be an active participant in reviewing existing and implementing new techniques to enhance the service to our Clients
- Carry out duties in accordance with company procedures and the clients requirements
- Assist in undertaking duties which are required to fulfil our contractual obligations
- To undertake minor works as directed from the Help Desk
- Maintain equipment and tools within site workshop facilities, ensuring they are fit for purpose at all times
- To undertake any other duties as may reasonably be requested, which are within your competence and experience.

Health & Safety

- All staff are required to fulfil their legal duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts and omissions, and to follow all guidance and instructions given in this respect. Further details regarding Health & Safety responsibilities are set out in the Health & Safety Policy.

Person Specification

Qualifications, Experience, Knowledge and Skills

The knowledge, skills, qualifications and experience relevant to the position are:

Essential

- C&G level 3 Mechanical / HVAC
- Legionella awareness
- Team Player

Desirable

- Health and Safety in Work Place
- Able to work on own initiative
- Computer literate, Word, Excel, etc. (maintaining F-Gas register)

Competencies

The core support team competency framework for the position are:

- **Teamwork** - actively contributes to the team and strives to improve teams' effectiveness through personal commitment.
- **Planning, Organising & Executing** – able to understand the priorities, plan and organise the work and manage own time to deliver within the expected timescales.
- **Communication** – communicates clearly and concisely, impressing others and ensuring understanding of all relevant information in all circumstances.
- **Commercial Awareness** – understands the importance for managing costs and expense, applying the necessary controls.
- **Risk Management** – is aware on the impact on risk to the business and applies the necessary controls.
- **Adaptability** – is responsive and open to changing circumstance.
- **Drive for Excellence** – aims to deliver a high standard of work.
- **Self Motivation and Development**– is confident in own ability and is motivated to deliver, using opportunities to further develop.
- **Customer Awareness** – responsive to the needs of the customer and aims to deliver customer satisfaction.