

## Job Description

<b>Title of Position:</b>	Electrical Engineer
<b>Title Position Reports to:</b>	Contracts Manager
<b>Staff Grade:</b>	Residential Engineer

## Job Purpose

To undertake the planned and reactive maintenance to the building electrical systems and associated works on site along with support for 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 Ethos Facilities 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

- To work as part of the Support Team supplying electrical competency to our clients.
- To carry out Planned Preventative Maintenance (PPM), including Reactive Maintenance and extra works/emergencies in accordance with the contract requirements on electrical Services.
- To undertake project works and minor turnkey projects to electrical and building equipment.
- To provide a high level of electrical technical and hands on support in the provision of our service delivery and the daily communication with our clients
- To carry out PPM in accordance with set schedules
- To respond in a prompt and effective manner to all reactive electrical and maintenance issues, and help desk requests associated with building electrical issues.
- To co-ordinate visiting specialist sub-contractors associated with mechanical/electrical aspects of the PPM schedules.
- To respond to call outs and cover breakdowns and emergencies associated with the electrical services aspects of the contract as required.
- Assist other trades as necessary.
- Carry out PPM's as directed by Management
- To provide reports in relation to work and equipment as required.
- To undertake miscellaneous duties as requested by the management.
- To proactively work towards the growth of the contract into other service provisions be they Mechanical and Electrical, Life Cycle replacements, Project works, etc.

### 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

- A qualification related to electrical maintenance.
- A working knowledge and experience of electrical maintenance.
- Competent working knowledge of all aspects of building electrical systems

##### Desirable

- Have previously worked in an electrical maintenance role or have skills in this area.
- Previous experience within a Facilities Management/Maintenance environment.
- Supervisory experience for future development
- Health and Safety Training

#### 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.