

## Sykes and Son Ltd

### Job Description and Person Specification

<b>Date Effective:</b>	10 November 2021
<b>IMS Reference:</b>	
<b>Job Title</b>	Mobile HVAC Engineer – Air Con bias
<b>Based at</b>	Mobile
<b>Reporting to</b>	Contracts Manager
<b>Direct Report(s)</b>	None
<b>Working Relationships:</b>	Colleagues, clients, suppliers
<b>Job Summary:</b>	To ensure that all equipment on sites is running efficiently and to optimum level as required by the client/Sykes

### Key responsibilities and Accountabilities:

1. Plan and organise personal daily electrical and Mechanical work
2. Respond immediately to equipment breakdowns and reactive work requests
3. Fix faults on site or arrange for replacement machinery or equipment to be installed
4. Make scheduled checks
5. Complete electrical and mechanical tasks to ensure projects and improvements are implemented
6. Manage planned and unplanned work
7. Maintain documented evidence for all departments in preparation for audits, invoicing and legislative purposes
8. Ensure high standards of Health and Safety at all times
9. Ensure all work carried out to standard required by both the client and Sykes
10. Attend training as required
11. Role will necessitate some out of hours work on a call out rota, approximately 1 in 4 weeks.
12. Produce detailed periodic reports

### Competencies

Competence	Level				
	1 – not required	2 – rarely required	3 – sometimes required	4 – required most of the time	5 – required all the time
<b>Technical</b>	1	2	3	4	5
<b>Communication/Teamwork</b>	1	2	3	4	5
<b>Communication/External Awareness</b>	1	2	3	4	5
<b>Teamwork</b>	1	2	3	4	5
<b>Resource Management</b>	1	2	3	4	5

EST. 1759

**SYKES**

&amp; SON LIMITED

**Personal Attributes/Aptitude/Skills**

Personal attributes/aptitude and skills	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Relevant C&amp;G/NVQ</li> <li>➤ 17<sup>th</sup> Edition or Equiv</li> <li>➤ F Gas</li> </ul>	<ul style="list-style-type: none"> <li>➤ 18<sup>th</sup> Edition</li> </ul>
<b>Education needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Apprenticeship, electrical / Mechanical</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>
<b>Training needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Health and Safety Awareness</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>
<b>Experience needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Experience in a reactive maintenance</li> <li>➤ PPM</li> <li>➤ HVAC</li> <li>➤ Electrical Install,</li> <li>➤ Small Works</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>
<b>Personal attributes needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Ability to work on own initiative</li> <li>➤ Be proactive</li> <li>➤ Strong interpersonal skills</li> <li>➤ A positive attitude</li> <li>➤ Team oriented</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>
<b>Aptitude needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Ability to plan and prioritise</li> <li>➤ Attention to detail and accuracy</li> <li>➤ Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>
<b>Skills needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Excellent customer service skills</li> <li>➤ Basic Computer literacy</li> <li>➤ Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ideally have knowledge of CAFM system.</li> </ul>

Signed by Managing Director:

Review date: