



R&S | FACILITIES
MANAGEMENT

Job Description: Maintenance Electrician

Overview

R&S Building Facilities Management is a medium sized business established in 2017 to provide Engineering Facilities Management and Maintenance services to a variety of clients many of whom are 'Blue Chip' companies.

Role

The role is predominantly site based, carrying out maintenance, inspection, diagnostic and breakdown activities with the occasional requirement to install new or replace old equipment. The role is a key position within the Maintenance Team which is multidiscipline. The candidate will be expected to lead many of the team activities as well as supporting other team members to achieve the team goals. Frequently working alone and acting as first point of contact with the Client, the individual will require an in-depth knowledge of electrical plant and infrastructure as well as a working knowledge of mechanical plant and control systems to meet the daily challenges that will be presented.

Main Job Tasks and Responsibilities

- Maintain, service and fault finding on a wide range of plant and equipment related to the Building Services Industry including Air Conditioning Plant, Heating Systems, Electrical Infrastructure and Process Equipment.
- Undertake inspection and testing of new and existing installations and complete necessary certification to current IET wiring regulations.
- Carry out electrical installation work efficiently and in accordance with the current IET Wiring Regulations (BS7671) and the construction industry safety regulations.
- Provide on-call cover as per company Policies and Procedures to ensure operational cover is available 24hrs/day on a call out basis.
- Monitor, supervise and coordinate other team members and sub-contractors on specific tasks.
- Maintain documentary records of all work in support of regulatory requirements, company policy and client's specifications.
- Prepare and implement appropriate working procedures to ensure the provision of comprehensive, documented maintenance program for all equipment maintained including the development of routine instructions, method statements and risk assessments.
- Liaise with the Client, developing clear lines of communication and good customer relationships.
- Supervise and train other team members and Client personnel.
- Support, lead and become involved in various projects undertaken by the company.
- Abide by company safety and environmental procedures and maintain company health and safety standards.

Directors: - A.P.Norton M.I.E.T & D.C.Yiend Eng.Tech L.CIBSE

Tel: 01452 858000 Fax: 01452 858001 Email: info@thisisrs.co.uk Web: www.thisisrs.co.uk

Registered Office: Unit 4a Astwoods Business Centre, The Staverton Connection Gloucester Road, Staverton, Glos. GL51 0TF
REGISTERED IN ENGLAND NO: 2284482 VAT REGISTRATION NO: 473 8362 21



Skills Required

- Registered apprenticeship or equivalent training in electrical maintenance and/or installation work
- Level 3 NVQ in Electro-technical Services or equivalent
- Achievement Measurement 2 (AM2)
- Competence in Inspection and testing (Periodic and Electrical installation) (City and Guilds 2394-01 and 2395-01 or equivalent).
- Basic understanding of HVAC and Mechanical Services.
- English and Maths GCSE grade C or equivalent

Key Competencies

- Organisational and planning
- Time management skills and the ability to prioritise work
- Working without immediate supervision
- Attention to detail and accuracy
- Problem solving
- Determined, innovative and able to find solutions
- Adaptability
- Customer service orientation
- Team work
- Communication skills – verbal and written
- Leadership and coaching skills - supervision and training other operatives
- Confidentiality

Terms and Conditions

See staff handbook plus:

Working hours:	Normal working hours are 0800 – 1630. (40 hours per week)
Overtime:	At Directors' discretion
Holidays:	20 days paid plus statutory bank holidays
Sick pay:	Statutory sick pay
Pension:	Workplace pension scheme (NEST)
Trial Period:	3 months

The Company operates within an industrial/commercial environment on Client's premises some of which are located some distance from the company's office at Staverton. The candidate will be expected to travel and on some occasions be expected to stop overnight when distances/workloads deem it is safer to do so. As the timing of activities is often based on the Client's needs, the role requires the candidate to make himself/herself available to carry out pre-planned work activities outside of normal working hours, (including the occasional night shift). The role also requires the candidate to make himself/herself available to respond to emergency situations outside of normal working hours/be on call as per R&S Policies & Procedures and as far as is reasonably practicable the candidate must be contactable by phone during these periods.

The Company shall supply:

- A company vehicle
- A mobile phone.
- Specialist tools & equipment required to carry out the task.



Additional Roles and Responsibilities

R&S requires all its employees to take an active role in the management of the operations of the company. From time to time individuals will be required to take responsibility for and carry out roles which may not fall directly under their job description. If required, additional training will be given for these roles and a person will not be required to carry out such tasks unless they have been deemed competent to do so.

R&S require all its employees to fully adopt the health and safety culture generated within the company and to fully participate and take an active role within the Health and Safety initiatives run by the company. You are expected to read and follow the Health & Safety Policy produced by the Company.

You will be responsible for:-

- Ensuring that self and others within your influence work safely and comply with any 'Method Statements/Risk Assessments' and/or company 'Safe Systems of Work' which may apply to the task at hand.
- Reporting of all accidents, incidents or near misses that occur whilst carrying out your role/at work.
- Reporting of any and all concerns, Health & Safety or otherwise to the appropriate person.
- Playing an active role/participating in the Health & Safety Committee Meetings

As a representative of the company you are expected to act accordingly. At all times co-operating with the Client when on their premises, providing a positive, helpful attitude that promotes the company image, (see Code of Conduct in the Employee Handbook)

Training

Opportunities for development and future training will arise throughout your employment with R&S. Training will be dependent on company needs, cost and individual ability. Training requirements shall be agreed between the individual and their line manager based on company needs and where appropriate, individual development plans.

