

## Job Description

**Job Title:** Maintenance Engineer (Mechanical)  
**Reports To:** Contract Manager / Customer Account Manager

### Job Summary

To undertake the maintenance and repair of the Mechanical service, including fabric tasks of buildings as required under contract.

### General Duties:

- Carry out Planned Preventative Maintenance and complete the appropriate paperwork and reports.
- Carry out Reactive and emergency breakdown tasks and complete the associated paperwork.
- Be on a call out rota to provide the client with full out of hours cover.
- Assist other team members when required or as directed from line manager.
- Ensure that all tasks are completed within the contractual time scales.
- Proactively reduce energy consumption on site.
- Supervision of visiting sub-contractors with regards to standard of work and Health and Safety.
- To carry out all duties in accordance with company policies and procedures.
- To understand and complete all work related documentation accurately and on time
- To carry out work in a safe and diligent manner
- To comply with all Health and Safety policies and procedures
- To attend and fully participate in training and appraisal activities as required
- To undertake additional duties in line with capabilities as required

### Technical Requirements:

- Qualified to City & Guilds Level II/III or equivalent in Mechanical discipline (essential)
- Completed Unvented hot water system training (essential)
- Completed City & Guilds BS 2391 Level 3 Electrical Inspection & Testing (desirable)
- Good Knowledge of and experience in Plumbing, Sanitary ware and Drainage Systems, LPHW, Pressurisation & Ventilation Systems, ACOPS L8 and Cooling Tower Systems (essential)
- adequate knowledge of electricity and adequate experience of electrical work up to a working maximum voltage of 415volts and have a basic understanding of the requirements of BS 7671 ( IEE Wiring Regulations) and related standards (desirable)
- Experience of maintenance, testing & fault finding on a variety of equipment Including:
  - boiler plant, ventilation, pumps, generators, (where applicable)

### General:

- To be a 'team player' within the office and contract
- Helping colleagues, as and when necessary, especially to meet deadlines
- Contribute effort towards Company Vision and Mission and observe Company values when actioning your objectives

### Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Recognise people's needs for alternative methods of communication and respond accordingly

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the Platinum Facilities as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Equality and Diversity:**

The post-holder will support the equality, diversity and rights of colleagues to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Company procedures and policies and current legislation.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

**Quality:**

The post-holder will strive to maintain quality within the Company, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Effectively manage own time, workload and resources

**Health & Safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Platinum Facilities Health & Safety Policy, to include:

- Using security systems within the workplace according to Company guidelines
- Identifying the risks involved in work activities and understanding such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills
- Reporting potential risks identified.

**Confidentiality:**

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information. All such information from any source is to be regarded as strictly confidential.
- Information relating to the business of the Company may only be divulged to authorised persons in accordance with the Company policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Note:**

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.