

Job Title: Maintenance Technician (Electrical bias)

Reports to: Senior Maintenance Engineer

Based at: Mecklenburgh Square, London WC1N 2AB

Job purpose

You are responsible for maintaining the electrical & mechanical infrastructure of the buildings through undertaking day-to-day planned maintenance, reactive repairs and small projects within a student residential and commercial operations setting. This position requires a varied skill set, with required competence in electrical installations plus cross trade experience for general plumbing, HVAC systems and related mechanical/electrical services.

With a general Monday-Friday work pattern, you will also need to be available for weekend/evening work and out-of-hours cover as required. Quality of workmanship and attention to detail is key, whether working on routine maintenance tasks or undertaking small projects, with a natural ability to apply high standards, follow good health and safety practices, work safely and maintain a clean and safe site.

You will work under the day-day supervision of the Senior Maintenance Engineer and be part of a team of maintenance technicians.

The position requires good physical fitness and agility, as it involves manual handling and working at heights across a multi-building estate, where access to lifts is limited.

Key responsibilities

1. Performing routine and preventive maintenance to ensure system reliability and safety compliance (with an electrical bias) to a high standard, maintaining the integrity of the buildings, their listed status and purpose.
2. Carry out new electrical installations for the replacement and renewal of assets and infrastructure e.g. lighting replacement, new power supplies for plant and equipment, rewiring etc., plus carrying out troubleshooting & remedial works to services.
3. Undertake proactive cross trade maintenance checks and inspections in residential/commercial spaces e.g. washrooms, bedrooms, communal/public areas to identify defects, report hazards and carry out urgent repairs as required, to maintain a safe environment and functional well- presented estate. Keeping comprehensive records of maintenance tasks, including schedules and logs

4. General preparation and enabling duties to assist projects delivery working alongside contractors and other staff e.g. decommissioning and making power supplies redundant with temporary isolations, setting up temporary supplies or task lighting, moving equipment and making work areas safe.
5. Responsible for using a range hand & power tools, equipment, plant and machinery, in a compliant and competent manner, in accordance with risk assessments, manufacturer's guidelines and instructions, including the safe and responsible management, maintenance and storage of such tools and equipment.
6. Liaise with employees, members and contractors in a professional and courteous manner, when planning, organising and executing tasks.
7. Maintain a clean, presentable and safe working environment. Undertake regular hazard spotting and reporting, making areas safe for building users and visitors. Invigilate contractors as required and challenge or report any breaches or behaviours that contravene College policy, standards and expectations.
8. Conducting risk assessments and adhering to all safety and compliance standards. Undertaking relevant health and safety training such as manual handling, working at height, fire safety, COSHH, lone working, PASMA etc.
9. A commitment to formal training and on-the-job learning, to maintain certifications or improve your knowledge and skills in areas of expertise or College identified training
10. Act as a first aider and building fire marshal.

For this role you will need to hold at least **one** of the below qualifications:

- o 18th Edition qualification.
- o Level 2 or 3 NVQ Diploma in Plumbing and Heating.
- o Level 2 or 3 NVQ Diploma in electrical installation

You will also need:

- o At least 3–5 years of hands-on experience in commercial plumbing and electrical systems.
- o Experience in building maintenance, especially in an institutional settings like colleges or schools.
- o Strong problem-solving ability and the capability to work independently.
- o Excellent communication for effective collaboration with teams and stakeholders.

The role requires good organisational skills and a proactive approach, with the ability to work independently under your own initiative