



## Role Profile

<b>Job Title:</b>	Maintenance Technician (B&CE)
Location:	Region
Reporting to:	Maintenance Manager
Responsible for:	No line management

### Summary of the role

To be responsible for carrying out maintenance and repairs to assets, buildings and equipment to support estate delivery, focusing on all aspects of internal and external fabric maintenance, preventative maintenance and inspections. All work required is to be completed within strict timeframes to ensure KPI's are met.

### Duties of the role

*The following list is not exhaustive and other duties of a similar level and nature may be required from time to time including complying with any new policies that are introduced.*

#### Corporate duties

- a. To develop and maintain effective collaborative working relationships with all people both internal and external.
- b. To be personally responsible for following all company policies including, but not limited to, Operating Procedures of the Company Health and Safety manual, Environment and Sustainable Development, Sustainable Procurement and Security.
- c. To ensure Landmarc meets the needs of our service users we all work flexibly. This means everyone undertakes development and contributes towards continuous improvement and works in a way in which we are all willing to change our hours of work, tasks and locations, sometimes at short notice.

#### Primary duties

- To ensure that the Training Estate Facilities are fit for purpose in accordance with the allocation and ensure compliance with the NTEP service modules e.g. asset maintenance, building repairs and maintenance, using tools and company equipment, housekeeping, preventative maintenance, new builds, stock management, hard FM, inspections, work in potentially hazardous environments (e.g. heights or confined spaces).
- To liaise with all stakeholders to ensure effective site delivery e.g. asset users (including tenants), the Employers representatives and contractors.
- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to, conducting all necessary risk assessments, method statements and other safe systems of work when required.
- To complete all relevant documentation utilising both IT and paper based systems.
- To carry out additional works in response to additional contract requirements (Fee earning)

- Maintain competence, skills and abilities within relevant disciplines attending further training courses when required.
- Drive and operate fleet vehicles, travelling to other regional sites where necessary.
- Accept appointment as Authorised Person (AP) for safe systems of work in relevant skills discipline as required to support the business.
- Work as part of an On-call rota where required (Outside of normal working hours).

### **Ideal person**

*The following lists detail the ideal person to carry out this role and will be used as the selection criteria during the recruitment process.*

#### **What you know**

- Knowledge of multi trade skills gained through the completion of level 3 qualification such as City and Guilds or equivalent in supported by relevant experience
- Knowledge of H&S such as COSHH, manual handling, risk assessments and safe systems of work
- Experience of communicating with customers
- Experience in using mobile working platforms (Working at Height)
- Knowledge in working in confined spaces
- Knowledge of Asbestos awareness
- Cable Avoidance Tool (CAT) trained

#### **What you can do**

- Work in a diverse multi-tasking mobile team environment
- Ability to operate and maintain a range of tools and equipment
- Able to manage the delivery contract requirements to tight deadlines and appropriate quality standards
- Willingness to undertake further training to work in high risk areas (i.e. Working at Height, Confined spaces)
- Demonstrate proven track record of achieving objectives
- Be vaccinated against work place risks e.g. Tetanus, Polio and Hepatitis A & B
- Flexible, adaptable and able to undertake lone working
- Enthusiastic and willing to learn



## Prerequisites for employment

- Full driving licence valid in the United Kingdom
- Complete Baseline Personnel Security Standard – this is compulsory for all personnel who work for Landmarc Support Services Limited as Official Defence Contractors. This includes a Basic Police Disclosure, however, unspent convictions are not necessarily a bar to employment and will be reviewed case by case to ensure there are no risks to the security and integrity of the work completed by Landmarc Support Services Limited.
- National Security Vetting may be required however you will be informed of this requirement during completion of the Baseline Personnel Security Standard.
- Candidates must meet the UK residency requirements to undergo the above (5 years minimum).

## Our Values

- Take time to take care of yourself, look out for yourself and others, and stop and step-in if you need to.
- Always do the right thing, not just the easy thing; integrity in all that we do at work and at home.
- Put the customer's needs first, in everything we say, consider or do.
- Promise only what can be delivered; once promised it's a Landmarc commitment.
- Take pride in what you do, you've a lot to be proud of.

## Our Behaviours

- Live Our Values, know what they are and what they mean to you and how they influence what you do, we should believe in them and demonstrate them always.
- Build Relationships, we are a people-business and relationships are the foundation of accomplishment. Take every opportunity to build and strengthen relationships with colleagues, customers and suppliers. Together we are stronger.
- Give Feedback and Recognition, creating an environment in which we openly and thoughtfully give and receive feedback and recognition builds trusting teams. Feedback and recognition also foster a culture of growth.
- Embrace Flexibility, in all that we do and how we do it. Change can come with or without warning and in either case we must improvise, adapt and overcome to remain relevant to Our Mission.