



Job profile

Service Engineer

Grade G

Group: Corporate Resources

Service: Trading and Commercialisation

Location: Shearlegs Road

Line Manager: Operations Officer

Car User Status: Fleet Vehicle Provided

Job Purpose

To repair and maintain catering and cleaning equipment to ensure all machinery complies with the relevant Health and Safety legislation. Servicing of equipment throughout the Building Cleaning and School Catering contracts.

The key roles of this post will include:

1. Carry out repairs and servicing to all clearing and catering equipment.
2. Carry out Portable Appliance Testing of Equipment
3. Taking stores deliveries, carrying out general deliveries and storekeeping.
4. Carrying out minor repairs/small DIY tasks within areas of service responsibility
5. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Knowledge of the Electricity at work regulations 1989.

Experience

- Experience of carrying out repairs and service of both electrical and mechanical equipment.
- Experience of the Inspection and Testing of Electrical Equipment or equivalent.
- Good Verbal communication skills
- Excellent Customer Care

Qualifications

- Relevant level 2 qualification in servicing and/or repair of electrical equipment (e.g. Level 2 City & Guilds Performing Operations or Consumer Electrical and Electronic Servicing or equivalent)
- Level 3 Certificate of Competence for the Inspection and Testing of Electrical Equipment or equivalent.

Desirable:

Experience

- Experience of working in an education setting.

Qualifications

- Qualified to BS7671:2008 (18th edition)



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences