

Job title	FM Technician (Electrical / Mechanical)
Reports to	Technical Department Manager

1. Purpose and Scope

The post holder is part of the Cardiff Airport and St Athan Technical Team reporting to the Technical Department Manager and is responsible for assisting the FM Department Manager and team with all aspects of effective Facilities Maintenance.

The post holder should be pro-active and able to work well both individually and as part of a team with the ability to develop their own personal skills and the skills of those around them. They will primarily be responsible to help successful delivery of the planned maintenance regime, fulfilling its statutory obligations, whilst also providing a breakdown reactive response harmonising both customer and organisational requirements.

The post holder must be prepared for shift working, along with the participation of occasional overtime and call out duties to support operational requirements.

2. Key Accountabilities and Role Outputs

The following accountabilities and roles apply to both Cardiff Airport and St Athan ensuring consistency across both sites acting as FM Technician:

- Work well with all departments, co-operating and co-ordinating works to ensure that all equipment is optimised and running efficiently
- Respond promptly to all breakdowns, ensuring that equipment is returned effectively to production, whilst causing minimum disruption to its continuity and without compromising product quality or safety
- Carry out planned maintenance activities in line with maintenance schedules and help to develop and maintain schedules in line with requirements
- Completion of timely recording of all works activity onto the departments Asset Maintenance System

- Ensure that all equipment, processes and fixtures are fully compliant with organisational and legislative health and safety requirements
- Delivery of fault finding, diagnosis and repair in relation to equipment used within the airport environment, e.g. Building management systems, fire alarm systems, standby generator sets, passenger/ goods lifts, baggage handling, conveyer equipment, Security detection equipment, electric motors, air conditioning systems, automatic doors batteries and charging equipment
- Carry out the maintenance, inspection and monitoring of Airfield Ground Lighting systems as required
- Carry out small to medium sized electrical/mechanical installation works
- Carry out building fabric maintenance including mechanical and HVAC systems, plumbing and drainage systems
- When required, engagement and supervision of contractors to escort, advise and ensure they comply with the requirements of the Health and Safety code of conduct at Cardiff Airport and St Athan
- The above duties are not exhaustive, and the Company may require you, from time to time and in exceptional circumstances, to carry out further ad hoc duties within your capability and capacity.

All job descriptions are subject to regular review and the Company reserves the right to make any reasonable adjustments to this job description as required

3. Health and Safety

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout the Company. We will comply with all requirements of health and safety legislation.

In order to do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- Adequate resources are provided for health and safety
- Health and safety is adequately assessed, controlled and monitored
- Our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment

- It shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all his employees.

Signed: _____
Post-holder

Date: _____

4. Skills, Knowledge and Experience

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Time Served Apprenticeship or equivalent in Electrical or Mechanical Engineering. • 18th Edition Wiring Regulations Requirements for Electrical Installations. 	<ul style="list-style-type: none"> • Technician with a ONC in an engineering discipline a distinct advantage. • City and Guilds 2391 Certificate in Inspection, Testing and Certification of Electrical Installations or similar. • Aeronautical Ground Lighting course City and Guilds accredited • National Accredited Certification scheme (ACS) certificates of competence (Gas)
Experience	<ul style="list-style-type: none"> • Electrical / Mechanical Installation Work • Competent in fault finding, diagnostic and repair of electrical /mechanical / HVAC and Gas fired equipment 	<ul style="list-style-type: none"> • Previous experience of working on Airfield Ground Lighting Systems • Competencies and understanding of Building Management Systems (BMS)
Knowledge	<ul style="list-style-type: none"> • Safe Systems of work processes • Working to auto generated planned maintenance and reactive task scheduling 	<ul style="list-style-type: none"> • Previous experience of Authorised Person for the issuing of Permit to Work documentation, Electrical / Mechanical disciplines. • Previous experience working within an Airport/ Aerodrome environment

Functional understanding	<ul style="list-style-type: none"> • Fire alarm systems • Standby generator sets • Passenger/ goods lifts • Baggage handling conveyer equipment, • Air conditioning systems • Heating and plumbing systems 	
Skills	<ul style="list-style-type: none"> • Health and Safety Awareness • Asbestos Awareness Training • First Aid Trained. • IPAF Training 	<ul style="list-style-type: none"> • IOSH / NEBOSH health and safety
General	Basic IT literacy.	

5. Other Factors

- Smart, presentable appearance
- Interpersonal skills
- Flexible working with other stakeholders to the business
- Good communication skills in both verbal and written formats
- Successful completion of Criminal records check at basic disclosure level is mandatory for this position.
- Clean Driving Licence

Shift Pattern / Hours

- Based on 4 shift working pattern 2 days / 2 nights – 4 days off
- 06.00 to 18.00
- 18.00 to 06.00

Shift patterns can be subject to change in order to meet business requirements.