

Job title	Maintenance Technician (Electrical Fixed Term)
Reports to	Technical Manager
Responsible for:	N/A

1. Purpose and Scope

The post holder is part of the Airport Technical Team (FMT) reporting to the Technical Department Manager, and is responsible for assisting the FMT Manager and team with all aspects of effective Facilities Maintenance across the business, both at Cardiff Airport and St Athan aerodrome.

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 harmonizing both customer and organisational requirements.

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

2. Key Accountabilities and Role Outputs

- Works well with all departments, co-operating and co-ordinating works to ensure that all equipment is optimised and running efficiently.
- Responds 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.
- Carries out planned maintenance activities in line with maintenance schedules and helps to develop and maintain schedules in line with requirements.
- Ensures that all equipment, processes and fixtures are fully compliant with organisational and legislative health and safety requirements.

- Must be able to demonstrate a track record of fault finding, diagnosis and repair in relation to equipment used within the airport environment, eg Fire alarm systems, standby generator sets, passenger/ goods lifts, baggage handling, conveyer equipment, electric motors, air conditioning systems, automatic doors batteries and charging equipment.
- The post holder will be competent to carry out small electrical installation works
- When required engagement and supervision of contractors to escort and advise and ensure they comply with the requirements of the Health and Safety code of conduct across the business.
- Previous experience in Airfield ground lighting is desirable as post holder will be required to Engagement in the test, repair and monitoring of Airfield Ground Lighting systems.
- 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 you 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 airport. 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.

4. Skills, Knowledge and Experience

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Time Served indentured Apprenticeship in Electrical Engineering. • <u>17th / 18th Edition I.E.T. Wiring Regulations</u>, Requirements for Electrical Installations 	<ul style="list-style-type: none"> • Qualified with an ONC in an engineering discipline a distinct advantage. • City and Guilds 2391 Certificate in Inspection, Testing and Certification of Electrical Installations or similar.
Experience	<ul style="list-style-type: none"> • Previous experience working as a maintenance electrician carrying out Preventative Maintenance scheduled works, fault finding and repairs. • Competent to carry out small installation works. 	<ul style="list-style-type: none"> • Previous experience of Airfield Ground Lighting Systems • IOSH / NEBOSH Health and Safety Training • Asbestos Awareness Training • First Aid Trained. • IPAF Training
Knowledge	<ul style="list-style-type: none"> • Fire alarm systems, • Standby generator sets, • Passenger/ goods lifts, • Baggage handling conveyer equipment, • electric motors, • air conditioning systems, • .Access Control systems 	<ul style="list-style-type: none"> • Working knowledge of Aerodrome environment. • Knowledge of Heating & Ventilation Systems, BMS and general mechanical equipment.
Skills	<ul style="list-style-type: none"> • Proactive, positive person who shows initiative. • Works well as part of a team and individually. • Ability to deal with people and works well with all departments and contractors. 	<ul style="list-style-type: none"> • Have an awareness of 'Safe Systems of work'. • Previous experience as an Authorised Person for the issuing of Permit to Work documentation • Previous experience as an Appointed Persons for Electrical disciplines.

General	<ul style="list-style-type: none">• Basic IT Skills	<ul style="list-style-type: none">• Good Communicator• Drivers Licence
----------------	---	---

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