

JOB DESCRIPTION

JOB TITLE: HVAC Engineer
LOCATION: Store Allocation within London – Subject to change
WORKING HOURS: 40hrs/week. Flexible Mon-Fri between 06:00 and 22:00.
On Call in line with Rota
REPORTING TO: Regional Manager

MAIN PURPOSE OF ROLE:

To carry out Reactive Repairs to HVAC Assets and support the Planned Preventative Maintenance schedule. To complete proactive inspections and any required remedial repairs. To monitor and manage energy consumption via BMS systems and site utilities metering.
To provide Out of Hours reactive repairs on a rota basis.

KEY ACCOUNTABILITIES:

Visit all your assigned stores in line with the HVAC reactive call requests and HVAC PPM Planner.

Carry out reactive repairs as instructed by RDM and respond within SLA to all work requests in line with SLA's/KPI's.

Respond promptly and within SLA to all Call Out job request. Attendance to be confirmed via phone portal. Escalate unresolved issues to On Call Manager.

Support to ensure that all HVAC Planned Preventative Maintenance is carried out in line with task schedules and industry best practices and in line with KPI's. To be completed by Due Date including all required documentation to ensure 100% compliance.

It may be a requirement to support the team and cover for the engineers within your allocated region as directed by your Regional Manager.

Responsible for ordering all required parts for jobs via the Parts Portal.

Risk assessments must be completed before all PPM and Reactive works.

To carry out replacement or new installations of equipment as directed. Providing quotations where required.

Train to become qualified to carry out Clean and Chlorination of water systems including tanks and pipework.

Maintain the professional image of ABM at all times through positive presentation, behaviours and attitudes. ABM uniform to be worn at all times.

Establish and maintain a good working relationship with all Client representatives and ABM employees.

Ensure the provision of a Safe & Healthy working environment and promote a positive safety culture and ensure ABM safety rules are adhered to at all times.

To operate software systems promptly and effectively to ensure efficient maintenance activities.

Ensure work reports, and necessary ABM documentation is sent to the Admin team promptly within set timescales.

To attend Client meetings and provide effective communications to Store Operations and Regional Facilities Managers.

Ensure that professional and technical skills are maintained through a commitment to personal development.

NATURE OF WORK:

Demonstrate continuous improvement to your individual performance statistics:

- First Time Fix Percentage
- Arrival within SLA
- Number of Open Jobs and Completion within SLA
- PPM completion
- Proactive jobs raised
- RDM Chases

Ensure absence is kept to a minimum and inform Regional Manager on the first day of unplanned before your agreed start time.

Ensure all required requests are submitted through MY ABM within agreed timescales.

Maintain toolkit and power tools in fit for purpose condition ensuring they are tested and calibrated if required. Report loss and damage to Regional Manager.

Attend all regional meetings with Line Management.

Contribute to all the Company Objectives.

MAIN WORKING RELATIONSHIPS:

Store Operations team and Staff. All Client representatives.

ABM, Account Managers, Regional Managers, Engineers, Admin teams and all ABM staff.

QUALIFICATIONS / KEY REQUIREMENTS:

Clean and current driving licence

City and Guilds 6187-21 Hydrocarbon Refrigerants

F-Gas City and Guilds 2079 Cat 1

17th Edition Electrical

City and Guilds NVQ3 (or Equivalent)

Asbestos Awareness

L8 Water Legionella

Desired – City and Guild 2391 or 2394

PASMA – as required

IPAF – as required

Gas Safe Registered (see below list)

CONC1 – Core commercial gas safety

GAS FIRES/HEATERS HTR 1. NG & LPG

CENTRAL HEATING/WATER HEATERS CENWAT NG & LPG

CENTRAL HEATING CEN1. & WATER HEATING WAT1. Replaced with CENWAT April 2011

DUCTED AIR HEATERS DAH 1. NG & LPG

LEISURE EQUIPMENT LEI 1. NG & LPG

DOMESTIC GAS METERS MET1 & 2. NG & LPG

COMBUSTION PERFORMANCE ANALYSIS CPA 1. NG & LP

FORCED DRAUGHT GAS BURNERS DFDA 1. NG & LPG

OVERHEAD RADIANT & TUBE HEATERS includes ICAE1. CORT 1. NG & LPG

DIRECT FIRED COMMERCIAL APPLIANCES includes ICAE1. CDGA 1. NG & LPG

INDIRECT FIRED COMMERCIAL APPLIANCES includes ICAE1. CIGA 1. NG & LPG

COMMISSIONING COMMERCIAL PLANT & EQUIPMENT CCP 1. NG & LPG

STRENGTH/TIGHT/TESTING & PURGING PIPEWORK up to 40mbar & 1m³ volume TPCP 1A. N

ESSENTIAL COMPETENCIES:

TECHNICAL & PROFESSIONAL COMPETENCE

To maintain up-to-date knowledge of technical and professional aspects of work and the ability to apply an appropriate level of expertise.

COMMUNICATION

To convey ideas and messages clearly and openly. To involve people and to influence decisions.

RELIABILITY

Is reliable and focussed in achieving results within quality and time restraints.

UNDERSTANDING THE CUSTOMER

The ability to understand, anticipate and deliver customer (internal and external) needs while building effective relationships.

DESIRABLE COMPETENCIES:

RESPONSIVENESS

To positively respond to both our internal and external customers, through effective communication and personal accessibility.

INNOVATION & IMPROVEMENT

Ability to maximise business performance based on understanding of market requirements and changes and ensuring continuous improvement.