



## JOB DESCRIPTION

**JOB TITLE:** Static Store Maintenance Engineer (SME)  
**LOCATION:** Designated Store  
**WORKING HOURS:** 40hrs/week. Mon-Fri between 06:00 and 22:00 (as required)  
**REPORTING TO:** Regional Manager

### **MAIN PURPOSE OF ROLE:**

To carry out Planned Preventative Maintenance schedule and Reactive Repairs to Plant and Store Building Fabric. To complete proactive inspections and any required remedial repairs. To monitor and manage energy consumption via BMS systems and site utilities metering.

### **KEY ACCOUNTABILITIES:**

Ensure that 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.

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

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

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

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 and proactively look for opportunities to save energy.

To conduct weekly proactive inspections and raise required reactive jobs and complete works to raise store standards.

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
- Lighting percentage
- RDM Chases

Ensure absence is kept to a minimum and inform Regional Manager on the first day of unplanned before your agreed start time. To ensure there is no impact to the service provided.

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:**

CLIENT'S Store Operations team and Staff. All Client representatives.

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

## **QUALIFICATIONS / KEY REQUIREMENTS:**

17<sup>th</sup> 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  
Central Battery Systems Competency

## **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.