

# Job Description

**Job Title:** Mechanical & Electrical Technician

**Career Level:** 5

**Department or Business Sector:** Estates

**Location:** Ansty Park, Coventry CV7 9JU

**Reporting to:** Mechanical & Electrical Supervisor

Heading:	Description
<b>1. Job Purpose</b>	<p>The Mechanical &amp; Technical Technician role is primarily to assist the team in the upkeep of the MTC's assets and buildings throughout the campus and satellite sites.</p> <p>Key activities will include:</p> <ul style="list-style-type: none"> <li>• Carry out minor projects/install works as scoped by the Team management and through the helpdesk.</li> <li>• Carry out M&amp;E maintenance/inspections across the campus.</li> <li>• Able to work independently or as part of a team to ensure work orders are completed in given timescales. Act as Technical Lead for smaller projects where required; ensuring work meets or exceeds agreed customer requirements, within agreed budgets and timescales.</li> <li>• Flexible to work overtime as and when required and with short notice.</li> <li>• Flexible to be on-call for issues arising out of hours.</li> <li>• Understand practices, processes and philosophy of Plant maintenance for servicing, scheduled, condition based, unplanned maintenance work, and defect rectification.</li> <li>• Deliver own technical and safety responsibilities as well as supervising and co-ordinating a workforce involved in the delivery of activities and ensuring their safety and the safety of others.</li> <li>• Any other duties deemed reasonable by the business.</li> </ul>
<b>2. Communication</b>	<ul style="list-style-type: none"> <li>• Required to use expert knowledge to explain faults/impact and job updates to internal clients, supervisor and the helpdesk as well as using a web based portal for updating reactive and PPM jobs.</li> <li>• Ability to use expert knowledge/data to remedy faults or know when an asset needs replacing.</li> <li>• Excellent IT skills, able to use word, excel and outlook to send/receive emails, update calendar's to manage workload and keep track of costs or inspections.</li> <li>• Effective communication and interpersonal skills. Open and honest communicator, communicating clearly using appropriate</li> </ul>

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	<p>methods, listening to others and have a positive and respectful attitude.</p> <ul style="list-style-type: none"> <li>• Continuous personal development. Reflect on skills, knowledge and behaviours and seeks opportunities to develop, adapt to different situations, environments or technologies and have a positive attitude to feedback and advice</li> </ul>
<b>3. Innovation</b>	<ul style="list-style-type: none"> <li>• To identify innovative ideas around maintenance tools/software and platforms that will help with our tasks. Contribute to our efforts to achieve Net Zero through innovative solutions.</li> </ul>
<b>4. Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience in Facilities M&amp;E and small project delivery and has the desire to increase their knowledge of and undertake small projects in the maintenance of M&amp;E plant.</li> <li>• Must have a minimum two years' experience in a related role, completed a recognised apprenticeship or an equivalent vocational qualification.</li> <li>• City and guilds/NVQ in related M&amp;E qualifications.</li> <li>• Proven track record showing experience in the building service industry.</li> <li>• Knowledge of HVAC/BMS systems.</li> <li>• Refrigeration desirable</li> <li>• Legionella qualifications desirable.</li> <li>• Latest Electrical Regulations.</li> </ul>
<b>5. Person Specification</b>	<p>All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:</p> <ul style="list-style-type: none"> <li>• Acting responsibly, putting MTC's interests ahead of personal ambition;</li> <li>• Providing inspirational leadership to all who come in contact with you;</li> <li>• Delivering in the broadest sense a great working environment;</li> <li>• Leading with humility, honesty and integrity in all that you do;</li> <li>• Promoting teamwork, supporting through difficult times and collectively celebrating our successes.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Self-motivated professional, capable of working independently or as part of a team.</li> <li>• Ability to use own initiative.</li> <li>• Provide standby cover out of hours on a 24/7 rota basis in case of an emergency.</li> <li>• Flexible to work on client sites or other MTC establishments away from campus.</li> <li>• Good problem-solving skills, identifying the problem then assessing the impact.</li> <li>• Ability to manage a varied workload.</li> <li>• Good housekeeping.</li> <li>• Good awareness of Health &amp; Safety</li> </ul>

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	<ul style="list-style-type: none"><li>• Ability to use the system and open, close jobs as required to meet internal KPI's.</li><li>• Willingness to learn and progress in an ever changing environment.</li><li>• Full driving licence required as you will need to travel to other sites</li></ul> <p>Required to complete Developed Vetting security clearance by the UK Government and undertake duties associated with this level of clearance.</p>
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