

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

1. Purpose and Scope

The post holder is part of Cardiff Airport and St Athan Aerodrome, 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 harmonizing both customer and organizational 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 helps 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.
- Carry out fault finding, diagnosis and repair in relation to equipment used within the airport facilities environment, eg gas systems, boilers and heating appliances, heating ventilation and air-conditioning systems, building management systems, plumbing and drainage systems, standby generator sets, baggage handling and conveyer equipment.
- Carry out basic maintenance of Fire alarm systems, passenger/ goods lifts, air conditioning systems, barrier systems and shutter doors.
- Carry out small to medium sized mechanically biased installation works.
- Carry out the basic maintenance, inspection and monitoring of Airfield Ground Lighting systems as required.
- Carry out building fabric maintenance
- When required engagement and supervision of contractors to escort and advice and ensure they comply with the requirements of the Health and Safety code of conduct at Cardiff Airport and St Athan.

This job description is intended to reflect the post holder's duties that would normally be expected to be undertaken. Owing to the nature of the post, the above duties are not exhaustive and the Company may require you from time to time to undertake additional duties within your capabilities

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 employees.

4. Skills, Knowledge and Experience

	<i>Essential</i>	<i>Desirable</i>
<i>Qualifications</i>	Time Served indentured Apprenticeship or similar in the Mechanical Engineering sector.	<p>Technician with an ONC in an engineering discipline a distinct advantage.</p> <p>18th Edition Wiring Regulations, Requirements for Electrical Installations</p> <p>National Accredited Certification scheme (ACS) certificates of competence (Gas)</p>
<i>Experience</i>	<p>Trained and competent with maintenance of HVAC Systems.</p> <p>Mechanical installation Work</p> <p>Trained and competent with Building Management Systems (BMS)</p>	<p>Knowledge of Airfield Lighting Systems</p> <p>Previous experience of working on Airfield Ground Lighting Systems</p>
<i>Knowledge</i>	<p>Safe Systems of work processes</p> <p>Working to auto generated planned maintenance and reactive task scheduling</p>	<p>Knowledge of Airport / Aerodrome environment</p> <p>Previous experience working within an Airport/ Aerodrome environment</p>
<i>Functional understanding</i>	<p>BMS Systems</p> <p>Gas Appliances</p>	<p>Standby generator sets, Passenger/ goods lifts,</p>

	HVAC plant Plumbing and drainage systems	Baggage handling conveyer
Skills	Health and Safety Awareness Asbestos Awareness Training First Aid Trained.	Understanding of safe systems of work and roles of authorised persons. IOSH / NEBOSH health and safety IPAF Training
General	Basic IT Literacy	

Shift Pattern / Hours

- Based on 4 shift working pattern 2 days / 2 nights – 4 days off (06:00 to 18:00 and 18:00 to 06:00)

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

Employee signature:..... **Date:**.....