

Job Title

Site Maintenance Technician - London

Role Objective

The primary role objective of the Maintenance Technician is to be part of a team supporting a wide range of day-to-day office maintenance and handy man duties at our London sites.

You will be based at 22 Bishopsgate (a 65 floor, commercial skyscraper in London).

Duties and Key Responsibilities (training will be provided)

- Carrying out routine scheduled Planned Preventative Maintenance (PPM) which includes :
 - General Office checks (lighting, emergency lighting, PIR's, Access and Control etc)
 - Fire Alarm Testing
 - Tap Temperature reporting
 - Fire Door checking
 - Distribution Board checking
 - Leak Detection testing
 - Fire Curtain Testing
 - Checking PrimeHub (on-line maintenance portal).
- Assisting with reactive jobs (raised by clients) and investigating system faults
- Handy man duties
- Liaising with clients, contractors and the building maintenance team.
- Assisting with the development of the company
- Weekend Overtime

Key Skills

- Good communication skills
- Ability to manage and prioritise a multi-task workload
- Self-motivated and resourceful
- Good attention to detail
- Positive attitude
- Flexible approach
- Good time management skills
- Common sense
- Professional appearance

Start Date

ASAP

Employment Classification

Full time. 40 hours per week (between 8am and 5pm including 1 hour for lunch)

Probation Period

3 months from start date

Salary

Salary will be based on experience (minimum £25,000 + Pension + Overtime)

Payment Frequency - Monthly

Benefits

Company Pension

We will enrol you into our company pension scheme after your first 3 months with us unless you wish to opt out.

Paid Holiday

Starting holiday will be 4 weeks per annum

This will increase 1 day per year for the first 5 years up to a maximum of 25 days per annum.

Full Sick Pay

Statutory Sick Pay

Uniform

Company T-shirts, jumpers and jackets will be supplied by PFM.

Work Locations

London (Bishopsgate area).

Salary Review

Your salary will be reviewed on an annual basis.

Subject to experience, natural progression of role into full 'Site Engineer' position.

If you're interested in this role, please email an up-to-date copy of your CV to ian.mcdermott@prime-fm.com