



JOB DESCRIPTION

BUILDING SERVICES TECHNICIAN

Reports to: Building Services Manager

Objectives of the role

To work within the Building Services team providing M&E skills and expertise to maintain the fabric of the building and its facilities and services. Working as Duty BST whilst on roster to ensure all M&E services are functioning and to provide any building facility services for the successful staging of events. To undertake day-to-day monitoring, maintenance and small mechanical works projects to a high level quality of craftsmanship, and work throughout the building with a flexible and adaptable approach to support the staging of all Hall events.

Role and Responsibilities

1. To maintain the Hall's electrical services and mechanical plant services ensuring that they are in a safe working condition, comply with safety regulations and are fit for use.
2. To ensure that all domestic services to the Hall (including the use of equipment and systems with electrics, water and gas) are maintained in a good working order and that repairs or improvements are undertaken to ensure uninterrupted service.
3. To maintain all electrical installations, services and plant in a safe efficient manner, in accordance with current electrical regulations.
4. To ensure all life safety installations are maintained and kept in a good working order, i.e. PA system, fire alarm, secondary lighting; and to carry out first line response / repairs to these systems
5. To be fully conversant with the 18th Edition IEE Wiring Regulations and on site guide.
6. To be competent and conversant with all types of modern electrical installation systems, have an ability to carry out fault diagnosis, and have a good working knowledge of electrical equipment to undertake repairs.
7. To be competent and conversant with all types of modern electrical installation systems, the 18th Edition IEE Wiring Regulations, Inspection Testing and Fault diagnosis with an ability to carry out repairs to a wide range of systems and equipment.
8. To be on rostered duty (which includes evenings and weekends) as the Duty BST to provide maintenance cover for all of the Hall's M&E services during the Hall's licensed show period and to be available by radio for calling to undertake and resolve any facility related incident or emergency that is required within the building.
9. To ensure that all mandatory checks and systems updates are carried out on the Hall's steam plant and systems to allow for uninterrupted service and maintain the equipment in a good working condition.

10. To maintain the Hall's heating, ventilation and air conditioning plant and systems ensuring that all air handling units, chillers, fan coil units are kept in good working order.
11. To carry out any pipe work installations and repairs as requested ensuring that all work complies with current regulations.
12. To carry out daily plant room checks, to monitor and check the Halls Building Maintenance System (BMS) – Trend 963 and ensure that any malfunction or issues of concern are noted and acted upon, and reporting to senior colleagues as required.
13. To attend to plumbing requirements at the Hall including the unblocking of toilets and any remedial work that is required.
14. To carry out basic maintenance check on the stage lift working with your BST colleagues and liaising with external lift contractors when required.
15. To attend the Hall in an emergency as requested by the Hall's management team to assist with the building facility or services.
16. To ensure the workshop, workbenches and stores for equipment are kept in a clean and tidy manner, that all equipment is properly put away, without blocking any access areas and that stock levels are maintained at an appropriate level, informing the M and E Services Manager of any stock or equipment parts requirements for ordering. Place orders on the Hall's purchase order system for all approved purchases.
17. To undertake the PPM on all mechanical, domestic, and heating systems are requested.
18. To undertake any other duties as reasonably requested by the Hall Management including the Building Services Manager, Mechanical and Electrical Services Manager, Facilities Manager and Director of Operations.

Person Specification

The ideal candidate will:

Qualifications

- Has completed a recognised Electrical Apprenticeship with an up to date BS7671 certificate and City and Guilds 2391. Also a holder of an ECS gold card.

Skills / Experience

- Strong, demonstrable all round knowledge and experience of working with electrical and mechanical building systems.
- Be able to undertake installation, testing and inspection of M&E services, systems and equipment with an ability to work on pumps and motors, inverters, plumbing and HVAC systems, gas fired burners, low temperature hot water systems and if possible steam boilers.
- Have considerable experience in a complex and large public entertainment venue, responding to a helpdesk system and BMS-generated alarms.
- Be capable of fault finding, testing and inspecting electrical circuits and equipment, identifying solutions and where possible working to rectify systems to a safe working

condition, which is often to tight deadlines particularly just prior to the commencement of a show.

- Be computer literate to include a reasonable knowledge of Word, Excel and Outlook. Building Services Technicians are required to complete a duty log report for show duty shifts.
- Have an understanding of energy management and environmental control measures and be able to offer creative solutions for improvement of building services systems.

Personal Qualities

- Have a flexible adaptable approach, ability to work constructively within a team with good communication skills, to be clear and concise and capable of remaining calm during potentially stressful situations.
- Undertake their work with due diligence and with a thorough understanding of health and safety processes, particularly in relation to restricted access and high hazard areas, as well as the need for permits to work for certain Building Services activities.