



Acorn. Engineering Group

JOB DESCRIPTION

Job Title:	Building Services Technician – General Technician
Department:	Operations
Location:	Mobile – London Area
Direct Reports:	N/A
Reports To:	Contracts Managers
Hours	41.25 hrs per week
Salary Range:	Depending on skills and experience

JOB PURPOSE

To provide general building maintenance service and repair works on behalf of Acorn to its client base, with general knowledge of mechanical, plumbing and general building services.

DUTIES

- To ensure that the maintenance, servicing and repair works are carried out in accordance with Acorn, current H.V.A.C. standards and any relevant legislation
- To regularly and effectively communicate with clients, suppliers and other Acorn personnel in order to maintain and develop excellent professional working relationships and ensure smooth operation of the business
- The job holder will be expected to organise their work and time efficiently, and to work supportively within a team.
- Attend to call outs during normal working hours and outside of normal working hours (on a rota basis)

RESPONSIBILITIES

- Punctual site attendance, wearing relevant PPE and clothing issued
- Submitting clear, concise and accurate reports of works carried out, with clear recommendations for any further work required.
- Submitting weekly accurate timesheets
- Communicating with Contracts Managers on job progression



INVESTOR IN PEOPLE

Acorn Engineering Ltd Trading as Acorn Maintenance. Directors: G Errington, S. Vincent, K. Hogg, R. Wallace.
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Note for Jobholder:

This job description states the key elements of your role. The contents, whilst perhaps appearing simplistic place significant expectations upon you, you should therefore ensure they are understood prior to your agreeing to this job description.

This job description does not prescribe how the job should be done, that is what you bring to the job. The company's primary interest is in your fulfilling the agreed role and very much the attainment of the duties and responsibilities. Other tasks may be assigned to you during the currency of this job description and you will be expected to execute them alongside your primary role.

PERSON SPECIFICATION

ABILITIES: (E-Essential, D-Desirable)

Sound knowledge of commercial plumbing (D)

Sound knowledge of building services (D)

QUALIFICATIONS (E-Essential, D-Desirable)

Electrical Qualification (D)

Driving Licence (E)

Intermediate / Advanced PC Skills – Word, Excel, Outlook (D)

Trained in Health and Safety (D)

PERSONAL QUALITIES / SKILLS (E-Essential, D-Desirable)

Good Communication skills both written and oral (E)

Good Organisational skills (E)

Presentable (E) company clothing is supplied