

MAINTENANCE PERSON

2022

Reports to: Goods Preparation Manager • **Location:** Colchester Office



Purpose of the Role

To ensure the planning and execution of maintenance and service requirements on the Company's site meets agreed standards and supports the companies integrated management system (IMS). To deliver the required service using internal and external resource including liaising with all relevant parties to ensure works completed to timescale.

To ensure any relevant documentation (service reports etc) are scanned and filed in the appropriate area on IMS and available for audit inspection.

To proactively improve our facilities and support our Great Place to Work project.

Key Accountability

The Building Maintenance Person will ensure that we meet the requirements set out in our Integrated Management System while ensuring that health and safety is a top priority by coordinating internal resource and external contractors.

- Servicing and inspectons (both internal and external) must be compelted on time and administered on the IT system.
- Carry out adhoc repairs and prioritise tasks that keep the business running.
- Carry out proactive improvements to the look, feel, and function of the business.

Supporting Structure

The Building Maintenance Person reports to the Goods Preparation Manager. They will work closely with Maintenance colleagues to ensure jobs are scheduled and completed satisfactorily.

 **Rapid**

Rapid part of the  CONRAD Group

Responsibilities

1. To complete all inspections (both internally and externally) on time and in full.
2. To update the works carried out in Excel, scan paperwork and save in the correct place on the IT system.
3. To verify the competence of external contractors and obtain RAMS prior to any work taking place.
4. To prioritise and execute tasks involving external contractors.
5. To carry out Inspections and Portable Appliance Testing (training can be provided).
6. To log and prioritise ad-hoc internal maintenance requests.
7. To work closely with their fellow Building Maintenance Person.
8. To carry out tasks as and when required including general maintenance and repairs to a competent level
9. To plan and provide costs for maintenance projects for the company.
10. To maintain company issued equipment and tools to the required safety standards.
11. To ensure that the team is operating within the health and safety framework of the Company and to refer any issues to their line manager or a member of the Steering Group.

Role Specific Attributes

- Trade background or experience, ideally electrical, would be an advantage
- Experience of maintenance, repairs, electrical, and plumbing work in a professional environment
- To have experience of Quality Standards such as ISO 9001, ISO 45001, and/or ISO 14001 or other applicable standards
- Experience using Microsoft Office package
- General IT and administrative skills
- Experience in managing external contractors
- Experience of risk assessments or willingness to undergo training

Rapid Core Values

Great Attitude

- Bring energy to the team every day
- Motivate and inspire others with a positive outlook
- Build meaningful relationships with colleagues and contacts
- Address problems in a positive way
- Listen carefully, reflect and think broadly, with agility

Be Successful

- Prioritise own workload and be proactive in the pursuit of goals
- Accountable for own performance delivering business goals over personal gain
- Always set expectations and dependencies and deliver to them
- Contribute to the success of Continuous Improvement initiatives
- Diligent approach to the detail but not losing sight of the objectives
- Maintain a work/life balance and not be easily distracted

In a Professional Way

- Always punctual with a professional approach
- Dependable due to reliability, flexibility and integrity
- Exceed both customer and colleagues expectations
- Proactively communicate internally to enhance the success of our common goals
- Take pride in sharing your, or Rapid's success externally

With a 'Be Better' Mindset

- A high degree of learning ability, drive and ambition to succeed
- Confident and can articulate strengths and development areas
- Listen well to constructive feedback from line manager and give feedback with good intent
- Positive attitude towards shared goals and set challenging personal objectives
- Constantly look for innovative working practices and processes
- Embrace change willingly and actively participate in Continuous Improvement initiatives
- Belief in the ability for new technology to improve our environment and wellbeing

Quality – “Our Commitment”

Our Mission is to enhance the UK's engineering and manufacturing capability through 3 distinct customer sectors utilising Rapid's technical, supply chain and eCommerce capabilities.

The key to achieving this is by operating an Integrated Quality Management System (IMS) in accordance with ISO 9001: 2015, ISO 14001 and ISO 45001 and embedding a Continuous Improvement way of working and culture. It is expected that you understand how this commitment to quality affects your day to day role and how you can help to strive for constant improvement in this area.

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