

# Maintenance Engineer

## Permanent

<b>Department:</b> Building Services	<b>Reporting To:</b> Building Services Manager	<b>Salary:</b> £32,000 per annum
<b>Location:</b> Westminster	<b>Hours:</b> 40 hours per week	<b>Holiday:</b> 23 + 2 fishing days per year
<b>Date of Advertisement:</b> XX	<b>Closing Date:</b> When position is filled	<b>Interview Date:</b> TBC

### The Organisation:

The Institution of Civil Engineers (ICE) is an international membership organisation that promotes and advances civil engineering around the world. ICE is a qualifying body, a centre for the exchange of specialist knowledge, and a provider of resources to encourage innovation and excellence in the profession worldwide. The headquarters for ICE are based in One Great George Street which doubles as an award-winning central London conference centre, event, and wedding venue.

### The Role:

As a maintenance engineer, your role is to ensure that the Institution's premises and facilities are maintained in a good condition and to carry out all repairs and maintenance in order to meet the requirements of customers, the members and staff.

### Duties and Responsibilities:

- To ensure that the OGGS and 8SG office accommodation and function rooms are maintained in a suitable condition for internal/external customers to use.
- To carry out joinery repairs, maintenance and installation in order to meet the requirements of customers, members and staff,
- To maintain good communication and working relationships with external contractors.
- To ensure the 1<sup>st</sup> line repair and maintenance of all non-electrical equipment.
- To monitor and ensure efficient operation of the BMS system.
- To ensure a good level of communication and interdepartmental co-operation between the Maintenance Team and the rest of the ICE Organisation
- To provide the Building Services Manager with up-to date feedback and information regarding any maintenance issue which may adversely impact service levels.
- To attend the monthly meeting to discuss activities within the department.
- To ensure best value for money when sourcing equipment, parts and consumables.

### What we are looking for:

The ideal candidate will be physically fit to access roof levels, voids, etc. Have significant experience in joinery installation and repairs within a commercial building environment. Also material experience in building maintenance and decoration duties with a good communication skills and standard of maths.

### ICE Group benefits include:

- 25 days annual leave plus bank holidays
- Shutdown over Christmas period
- Annual £100 allowance towards your wellbeing
- Up to eight per cent of salary contributed to a personal pension scheme
- 24-hour employee support line
- Death in service benefit equivalent to one year's salary
- Interest free season ticket loan
- Cycle to work scheme
- Big Gym membership savings with the GymFlex scheme
- Your Rewards discount scheme

To apply please email a CV and cover letter to [buildyourfuture@ice.org.uk](mailto:buildyourfuture@ice.org.uk).

#### **General Data Protection Regulations (GDPR) 2018**

*The data collected via this application process will only be used by the ICE Group for the purpose of recruitment and for the performance of an employment contract if a job offer is made. This data will not be disclosed to any external sources without express consent unless required to do so by law. Unsuccessful applicants' data, both electronic and paper will be deleted/shredded six months from date of application. The ICE Group's Data Protection Officer is Keith Logan, Group Head of Management Information Systems who can be contacted at [Keith.Logan@ice.org.uk](mailto:Keith.Logan@ice.org.uk). Applicants have the right to complain to the ICO at <http://ico.org.uk/> if they have a concern with the way ICE are handling their data.*