JOB DESCRIPTION

JOB TITLE	Maintenance Engineer
DATE	Oct 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

As a Maintenance Engineer, you will play a vital role in ensuring the safe, compliant and efficient operation of building services across our public sector contract. Working as part of a dedicated facilities management team, you will be responsible for maintaining asset performance, supporting service delivery and helping to provide a high-quality environment for our customers and building users.

The role is responsible for carrying out planned and reactive maintenance activities, monitoring compliance requirements and supporting the continuous improvement of engineering services across the contract.

KEY TASKS & RESPONSIBILITIES

- Carry out planned preventative maintenance (PPM) and reactive maintenance activities in line with contract requirements and service level agreements.
- Provide regular progress updates and service reports to internal stakeholders, supply chain partners and the Helpdesk.
- Conduct audits and inspections across service areas, identifying opportunities for improvement and presenting findings and recommendations to management.
- Monitor and maintain quality assurance processes, ensuring corrective and preventative actions are implemented where required.
- Support statutory compliance activities, including water hygiene and Legionella control measures.
- Review maintenance schedules and service delivery plans to ensure resources are utilised effectively and value for money is achieved.
- Ensure all work is completed safely and in accordance with relevant legislation, company procedures and client requirements.
- Maintain accurate maintenance records, reports and compliance documentation.

- Liaise effectively with colleagues, contractors and client representatives to ensure a high standard of service delivery.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Must have Right to Work in the UK and willingness to undertake a DBS.
- Previous experience within a building services, facilities management or maintenance engineering environment.
- Good understanding of planned preventative maintenance and reactive maintenance processes.
- Knowledge of health and safety legislation and safe systems of work.
- Certification relating to Legionella management, water hygiene or Responsible Person duties would be advantageous.
- Strong organisational skills with the ability to manage competing priorities effectively.
- Excellent communication skills and the ability to build positive working relationships with stakeholders.
- Competent IT skills, including Microsoft Office applications such as Excel, Outlook and PowerPoint.
- Ability to produce clear and accurate reports and maintenance records.
- A proactive approach to problem-solving and continuous improvement.

Desirable:

- NEBOSH, IOSH or equivalent Health & Safety qualification (training may be provided for the right candidate).
- Relevant engineering, mechanical, electrical or building services qualification.
- Membership of a relevant professional body or trade association.
- Experience working within public sector, healthcare, education or other regulated environments.

WORKING ARRANGEMENTS

This position will be based at <site/location>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature: Date:

Name:

(Line Manager)

Signature: Date: