

ESTATES MAINTENANCE ASSISTANT

Wilson Power Solutions are a leading manufacturer and supplier of electrical power distribution equipment and pioneers of ultimate loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon, and offers an innovative solution to the worldwide challenge of reducing energy wastage. Due to ambitious growth plans we are looking for an Estates Maintenance Operator to join our Estates Team in an established family-owned business in Leeds.

The Role:

This is a new role working with our Estates team to assist with ensuring that the service, buildings, facilities and equipment requirements are maintained and fit for purpose.

- Successful candidate will lead on Daily, weekly, monthly PPMs. Develop and maintain routine and PPM on all machinery, apparatus and equipment including electrical equipment
- Maintain up to date files for all maintenance engineer functions, including use of sub-contractors
- General handyman maintenance, repairs and ground maintenance - Carry out breakdown & repairs throughout the premises and grounds (out of hours may be required)
- Basic plumbing and joinery tasks, changing light bulbs.
- Painting.
- Provide operational support to the Estates Department.
- Identifying maintenance, repairs and new jobs and assisting in the planning of work with the Estates Manager.
- Winter maintenance – ensure pathways around site are safe by scraping, brushing or rock-salting as appropriate.
- Locking / Unlocking of buildings and grounds daily.
- Contractor site management.
- Manage Estates tools and equipment.
- Manage monthly meter readings across all sites and data input.
- Ensure that fire escapes / routes are free of obstructions and all doors are unlocked daily.
- Assisting the Estates Manager and Health & Safety Manager in dealing with fire and security alarms and evacuation events and to operate, manage and maintain accurate records for all fire and emergency systems
- Monthly man down alarm tests across all sites and data input.
- Comply with risk assessments and method statements
- Estates administration duties.
- Key holder responsibility and out of hours response
- CCTV Operation, monitoring and site safety
- Reactive maintenance tasks
- Liaising with stock handlers to organise skip exchanges and collections.
- Scheduled pressure washing of fences and grounds.
- Waste management and specialist/general cleaning duties
- Assist the Estates Manager with the management of the contract cleaning team.
- Carrying out day-to-day site checks, compliance testing and auditing tasks.
- Attend site at short notice which maybe outside your normal working hours.
- Weekend work is required occasionally to allow for large improvement works to be completed without impacting production.

- Carry out any reasonable ad-hoc duties requested by your direct Line Manager or the Management Team
- Conduct all activities in line with established Health & Safety regulations, relevant industry standards and best practice industry standards, ensuring the safety of all employees;
- Keep up to date with new legislation and maintain a working knowledge of all Electrical, PUWER, LOLER, PSSR, Health and Safety Executive (HSE) and Building regulations to maintain compliance
- Ensure all contractors are managed in line with business and legislative requirements
- Provide regular situation reports to your manager
- Safeguard all Company assets

Skills, Knowledge & Experience:

- 3 years + of working in a maintenance or facility management role (ideally within manufacturing/engineering) **essential**
- Knowledge & experience managing Planned Preventative Maintenance programs is **essential**
- Sound knowledge of LOLER, PUWER **essential**
- Sound practical skills and experience of using power tools is **essential**
- Proficient in using tools and equipment commonly used for maintenance tasks
- Basic Joinery / Plumbing knowledge is **essential**
- Ability to prioritise tasks, multitask and manage time to meet deadlines **essential**
- Full UK driving license is **essential**
- Fitness, you will be on your feet most of the day, you will be kneeling, lifting and stretching, the role will also involve working outside.
- Excellent attention to detail.
- Must be able to work on own initiative as well as part of a team.
- Good command of English with excellent written/verbal communication skills
- Excellent interpersonal and customer relationship skills, with the ability to liaise with internal stakeholders, third parties, suppliers/contractors.
- Solutions driven with a positive and proactive manner
- Good IT skills with knowledge of the MS suite software, in particular Word, Excel and Outlook with the ability to use a laptop, computer or tablet.
- Flexible approach for out of hours calls and/or weekend work.
- FLT Counterbalance **desirable**
- Trained on powered pump trucks, overhead crane, Genie lifter, ICM Cleaning machine **desirable**
- First aid at work qualified **desirable**.
- Health and safety awareness certification **desirable**
- NEBOSH / IOSH Managing safely certificate **desirable**
- Strong knowledge of Health & Safety with ability to undertake risk assessments

Salary and benefits:

- Salary negotiable
- 25 days holiday per year plus bank holidays
- Excellent staff canteen facilities with tea and coffee provided
- Pension
- Profit related bonus scheme
- Death in Service
- Healthcare, wellbeing and EAP scheme
- Parking on site plus EV chargers and EV salary sacrifice scheme

Please send your CV and cover letter to hr@wilsonpowersolutions.co.uk. Applicants must be able to demonstrate their right to work in the UK. No Agencies