

Job Description



Job Title:	Maintenance Technician
Assigned To:	Vacancy
Department:	H&S and Facilities Management
Line Manager:	Operation Design Strategist
Core Hours Required:	Monday to Friday, 9:30am to 6pm
Probationary Period:	6 months
Salary Band:	£40,000 per annum

What makes Neg Earth different and what we can offer you

Founded in 1983 by Dave & Pip Ridgway, Neg Earth Lights is a family-owned lighting and rigging equipment supplier for the entertainment industry. We are based at our purpose-built state-of-the-art facilities in Park Royal, London. Every day is different and brings new and exciting challenges. We have a commitment to a sustainable live events and touring industry, one that sparks real emotions and long-lasting memories whilst creating a sense of belonging for our team.

With over 40 years' experience of investing in the latest equipment, in our people, and in our relationships, we encourage ingenuity, creativity, and the exploration of new ways to collaborate.

From concept to delivery, our team wear our reputation for innovation, quality, and reliability as a badge of honour. We seek to invest in the latest and best equipment and ensure everything, from flight cases to truss is maintained to the highest standard. We are forward thinking and flexible, making the complex, simple and the simple, exceptional. No matter the size or scale of the project we take pride in our consistency and customer focused approach.

For us, your training and development takes centre stage, from your first day to your last we will encourage and support you throughout your career development. Our NELL Academy training programmes support your wellbeing and ensure you have the skills and knowledge to excel in your role. Our Leadership programmes enable our managers to help you succeed and our competencies guide your development and realise your full potential. We create an inspirational environment rewarding employees for their hard work.

With us, everything is possible, and we strive to ensure every member of our team can take pride in their delivery of projects and promoting creative solutions.

About You & the Role

The purpose of this role is to support core areas of the Company in respect of Facilities management and H&S compliance. As an experienced Maintenance Technician, the role holder will be responsible for ensuring that all aspects of running facilities are working for the building and are compliant and as such will plan and oversee the maintenance, repair, and operation of Neg Earth Lights facilities, including building, grounds, equipment, and utilities. The role holder will act as advisor to the owners and work closely with the health and safety manager to ensure a safe working environment for all staff.

Job Summary: As a Maintenance Technician at Neg Earth Lights Ltd, you will be an integral part of our maintenance team, providing hands-on skills and trade-based knowledge to maintain all facilities, plant, and systems in a safe and immaculate condition. You will perform a wide range of practical tasks and activities efficiently and safely.

Responsibilities:

- **Management of contractors:** including routine contractors e.g. security guards, cleaners, gardeners etc. but also overseeing works and documentation supplied by contractors who come to site as part of PPM schedule or on request.
- **Painting:** Surface preparation and application of paint to walls and woodwork.
- **Toilet/Shower Maintenance:** Tile replacement, grouting and sealant replacement, repair of fixtures and fittings.
- **Plumbing:** Minor pipework repairs, replacement of taps, fittings, unblocking wastes, servicing TMVs.
- **Waste Management:** Managing waste, collection and disposal, reducing carbon footprint.
- **Air Conditioning/HVAC:** Basic refrigeration maintenance, cleaning of air filters, coils, strainers.
- **Electrical:** Minor electrical works such as replacing damaged sockets, switches, lamp replacement, light fitting replacement, resetting tripped circuits, repair of small appliances and white goods, periodic safety checks.
- **Carpentry/Joinery:** Adjustment of doors, replacement of door closures, minor furniture repairs, replacement of smoke seals, lock replacements.
- **Plant Maintenance:** Replacing AHU filters, cleaning strainers, intake/extracts, valve exercising, performing operational checks on plant.
- **Periodic Safety Checks:** Inspection and testing of fire doors, fire alarms, sprinkler systems, emergency lighting, fire safety interfaces, fire extinguishers, smoke vents, and legionella control measures.
- **Security:** Access control and CCTV cameras as well as door and gate maintenance.
- **General Maintenance:** Carpet repairs, ceiling tile replacement, responding to staff requests for assistance and service recovery.
- **Emergency Procedures:** Well-rehearsed in fire operations and emergency building procedures.
- **Finance:** Raising purchase orders and vetting invoices for contractor work completed and annual service contracts.
- **Ad Hoc:** Building related duties e.g. window cleaning, maintenance of the building boundary – clear of rubbish, clean and tidy.

- Annual Building Testing

Requirements:

- A trade-based qualification, skill, or expertise.
- Previous experience delivering a broad range of general property maintenance activities to expert handyman level in addition to core expertise.
- A technical mindset with the ability to learn and retain new skills.
- A flexible approach to a wide range of maintenance tasks with a desire and ability to deliver these to a high standard.
- High degree of Health & Safety awareness, familiarity with Risk Assessments and Safe Systems of Work.
- Ability and willingness to diligently perform works and complete associated maintenance records.
- Sound communication skills, both written and oral.
- Strong interpersonal skills.
- Ability to work effectively as part of a team and individually.
- Willingness to provide maintenance cover outside of normal working hours on an ad hoc basis or as required.

Standard Companywide Responsibilities:

- Ensure that decisions are made in a timely manner to avoid any undue delay in achieving stated aims.
- To notify the team of any information, risks or actions that a member becomes aware of that may impact on the aims or efficiencies of the Management Team.
- Any other duties as required / authorised by your Line Manager / Line Management reporting line.
- Comply with all Health and Safety requirements and companywide policies and procedures
- Work in a manner that is in line with Neg Earth Lights Values.

Your Skills, Qualifications and Experience

Essential:

- Working knowledge of relevant regulations, in particular LOLER, PUWER and COSHH.
- MS Office applications skills including Outlook, Word and Excel.
- Ability to work autonomously and in collaboration with others.
- Willingness to take ownership and accountability.
- Ability to be initiative-taking, plan, organise, prioritise, delegate and oversee workload.
- Ability to work under pressure and to meet tight deadlines, demonstrating resilience, flexibility, and ability to maintain positive relationships.
- Effective communication and negotiation skills.
- The show must go on, so providing a 7-day operation/service is key. Therefore, the ability to work paid overtime on occasions, including weekends, maybe, as required.
- Key holder/emergency call-out.

Desirable:

- Experience of working in the entertainment / live events industry.
- Experience of completing COSHH Risk Assessments.
- Good working knowledge of LOLER.
- Full, clean driving licence.
- Forklift and/or cherry picker licence.