

ESTATES MAINTENANCE ASSISTANT

Wilson Power Solutions is a leading manufacturer and supplier of electrical power distribution equipment and a pioneer of Ultra-low 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 Manager to assist with ensuring that the service, buildings, facilities and equipment requirements are maintained and fit for purpose.

- General handyman maintenance, repairs and ground maintenance.
- Basic plumbing and joinery tasks, changing light bulbs
- Painting
- Provide operational support to the Estates Manager
- Identifying maintenance, repairs and new jobs and assisting in the planning of work with the Estates Manager
- Winter maintenance – ensure pathways around the site are safe by scraping, brushing or rock-salting as appropriate
- Locking / Unlocking of buildings and grounds when required
- Contractor site management
- Manage Estates tools and equipment
- Manage monthly meter readings across all sites and data input
- Weekly fire systems test 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
- 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
- Daily, weekly, and monthly PPM's and checks to be carried out and data recorded
- 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 the site at short notice which may be outside your normal working hours
- Weekend work is required occasionally to allow for large improvement works to be completed without impacting production
- Ad-hoc factory floor duties

Skills Knowledge & Experience

- 3 years + of working in a maintenance or facility management role (ideally within manufacturing/engineering) **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**
- A 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 occasional 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**

Salary & 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.**