

# Job Description

<b>Job title</b>	Fabric Engineer / Handyperson	<b>Date</b> May 2026
<b>Reports to (title)</b>	Assistant Facilities Manager	
<b>Contract/Department</b>	Intact Insurance	<b>Revision</b> xxx
<b>Location</b>	Horsham	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

Provide comprehensive fabric and general maintenance support as part of a multi-disciplined Facilities Management team. The role covers both reactive and planned preventative maintenance activities across the Horsham office, ensuring a high standard of workmanship, safety compliance, and customer service at all times.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Carry out planned preventative maintenance (PPM) and reactive fabric maintenance including doors, windows, thresholds, minor brickwork, plastering, painting, pest proofing, small plumbing and general building repairs.
- Complete small works, variation tasks and priority jobs as issued via the Helpdesk.
- Survey works and prepare material lists, quotations, and labour estimates as required.
- Participate in seasonal duties such as gritting and general site support activities.
- Accurately complete worksheets, job sheets, permits and maintenance documentation to support invoicing and compliance.
- Maintain tools, equipment and plant rooms ensuring all assets are safe and fit for purpose.
- Order materials through approved procedures and ensure cost-effective use of spares.
- Support other team members and assist in fulfilling contractual obligations.
- Deliver high standards of workmanship, housekeeping and professional conduct.
- Undertake additional reasonable duties within competence and experience.

## Resource responsibilities

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Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Work in full compliance with company, client and statutory Health & Safety requirements.
- Attend required safety and training sessions.
- Promote a positive safety culture and safe systems of work.
- Follow permit-to-work and site access procedures at all times.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Experience in a fabric trade or general building maintenance role
- Semi-skilled or multi-trade background advantageous.
- Strong knowledge of Health & Safety legislation.
- Ability to work independently and as part of a team.
- Good communication skills with clients and colleagues.
- Proactive, reliable and keen to develop skills.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Flexibility to meet operational requirements such as call-outs or other sites specific duties, and full compliance with company code of conduct and client rules.

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<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	