

Job Description

Job title	Multi Skilled Operative	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

Provide multi- skilled maintenance and project support as part of a multi-disciplined team. This role covers both reactive and planned preventative maintenance. The individual should ensure completion of all necessary Health and Safety paperwork.

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.

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- Routine planned Maintenance tasks as directed by site manager / supervisor covering all buildings within the site and the following: to include civils works , pest proofing works, painting, carpentry work, plumbing work
- Operate MEWP as directed. (Training to be provided)
- Operate Forklift as directed (Training to be provided)
- Install and dismantle PASMA/stair towers. (Training to be provided)
- To ensure that all the relevant paperwork is completed satisfactorily to the expected standard.
- To be responsible for the care and proper use of building maintenance equipment and tools.
- Ensure that spares and materials are used in a cost-effective manner.
- Support other team members should it be necessary.
- To undertake all duties in a safe, tidy and responsible manner in accordance with H&S requirements.
- To carry out other duties as may be reasonably requested from time to time by site management or the client.
- Completion of quotes including labour plus parts and each task's priority is met
- Ensure all works are correctly allocated and produced accurately for invoicing purpose.
- To follow EMCOR's code of conduct.
- Manage your own workload and work efficiently

Resource responsibilities

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

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Person specification

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

- Educated to a general standard
- Semi-skilled.
- Experience in building/civils work would be an advantage.
- IOSH Managing Safely (or working towards)
- Knowledge of associated building maintenance equipment and tools would be an advantage
- Able to undertake training and development where required.
- Must be able to work under their own initiative and keen to develop both their personal skills and the role.
- Valid full driving licence

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.

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

Job Description

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

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