

# Job Description

<b>Job title</b>	Joiner and Locksmith	<b>Date</b> May 2025
<b>Reports to (title)</b>	Maintenance Supervisor	
<b>Contract/Department</b>	BAE Subs	<b>Revision 1</b>
<b>Location</b>	BAE Submarines – Barrow	

## Job purpose

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

Provide general joinery and locksmith service as part of a multi-disciplined team. This role may cover both reactive and planned maintenance.

## 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.

Routine planned maintenance tasks as directed by the Maintenance Supervisor, covering all areas within the scope of the contract to include:

- Undertake the repair & replacement of locks across site, covering:
  - Desk Pedestals
  - Tambour Units
  - Personal Lockers
  - Mobile phone lockers
  - Internal door Locks
  - Padlock Replacements
  - Digi Pads

Support the site to maintenance services including pest proofing works, painting, carpentry work, small plumbing works:

- Operate MEWP as directed
- Install and dismantle pasma/stair towers (training to be provided)
- To ensure that all relevant paperwork is completed satisfactorily and 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
- To undertake all duties in a safe, tidy and responsible manner in accordance with H&S

### Requirements

- To follow EMCOR's code of conduct
- Manage your own workload and work efficiently
- Comply with the client's company rules and maintain a high standard of discipline
- Provide high standard of workmanship at all times

# Job Description

## Safety

- Attend all relevant training and safety briefs
- Adhere to company, client and regulatory safety rules
- Work in a safe manner at all times
- Participate in safe culture practices and play active part in promoting good safety practices

## Resource responsibilities

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

- 0 – Direct Reports
- Manage your own workload and work efficiently
- Effective use of tools, machinery, spares and parts

## Person specification

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

- Carpentry & Joinery (City & Guilds) qualified -NVQ Level 2 in Carpentry
- Master Locksmith Association Level 4 Certificate in General Locksmithing
- Previous experience in building work
- General awareness of Health & Safety regulations
- Undertaken relevant Health & Safety training
- Knowledge of permit to work system
- Knowledge of associated building maintenance equipment and tools would be advantageous
- Able to undertake training and development as required – including SSSTS
- Full, valid UK driving license
- Flexible approach to working hours – may be required for on-call
- Must be able to work under own initiative

## 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.

Must obtain and maintain required level of security clearance

# Job Description

<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>	