

Job Description

Job title	Local Exhaust Ventilation (LEV) Assistant	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

- Be part of a comprehensive engineering service to the contract
- Carry out weekly inspections of safety containment devices and record results
- Provide assurance via visual inspections that the device is safe when assessed against specific criteria
- Collate historical profiles of assets through weekly visual checks

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.

- To carry out weekly testing of all LEV containment devices
- Comply with all EMCOR and Client Quality, Health and Safety policies and procedures
- To ensure all data required is inputted correctly
- To escalate any noticeable deviations from the norm
- To communicate with end users

Resource responsibilities

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

- You will be part of a team and working individually

Job Description

Person specification

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

- Due to the nature of the work you will need to have a level of health to allow you to stand and walk for extended periods of time
- You will need to be able to use a mobile phone/tablet for data entry
- You will need to be medically fit and pass health screening for work in areas

Desired Requirements

- Trade/technical background
- Experience of working in a regulated industry

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.

- To work reasonable overtime as and when required. Assistance on other sites can be expected.
- You may be required to complete any reasonable request by management
- Making our customer lives' easier is a critical element of this role
- Be an ambassador of the EMCOR Group (UK) plc
- To follow EMCOR's Code of Conduct and comply with the Client's company rules and maintain a high standard of discipline

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

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

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