

# Job Description

<b>Job title</b>	Maintenance Operative	<b>Date</b> 8 <sup>th</sup> January 2025
<b>Reports to (title)</b>	Facilities Manager	
<b>Contract/Department</b>	JTI FM 3227	<b>Revision</b> 2
<b>Location</b>	JTI HQ Putney	

## Job purpose

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

Onsite Maintenance Operative required for high profile client based in Putney, London. This is a customer facing role in an often-fast paced environment. Successful applicant must be proactive with a can-do attitude.

## 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.

**Carpentry:** installing cabinets, doors, countertops and flooring including tiles, carpets or other hardwood and laminate coverings.

**Plumbing:** while you don't have the expertise to fix complex issues, you can resolve basic problems such as installing new taps, sinks and toilets, and repairing leaks

**Electrical:** replacing bulbs, PA Testing

**Decorating:** painting walls and ceilings, touching up skirting boards and door frames, sanding floors and other wooden surfaces.

- Perform regular maintenance, repairs and upkeep of assets.
- Inspect and troubleshoot malfunctions of assets as and when they occur.
- Conducting building audits, for example, fire extinguishers monthly checks
- Escorting subcontractors as and when requested by line manager
- Maintaining stock levels ensuring replenishment as and when required. Manage your own workload and work efficiently.
- Perform general groundskeeping duties, for example, basic gardening.
- Assemble and install furniture, equipment and other assets.

- 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.
- 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.
- To follow EMCOR's code of conduct, adhere to company, client and regulatory safety rules and support other team members.
- Comply with the client's company rules and maintain a high standard of discipline.
- Always provide high standard of workmanship.
- Attend all relevant training and safety briefs.
- Adhere to company, client and regulatory safety rules.
- Work in a safe manner always.
- 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.

## Person specification

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

- Semi-skilled would be desirable, previous experience with painting and decorating, tiling, flooring, woodwork, assembling & disassembling furniture.
- Experience building work would be desirable, for example, experience in building fabric rectification.
- Experience of working in a high-profile, client facing building would be an advantage.
- Experience of Computer Aided Facilities Management systems (CAFM), for example, Maximo, Agility.
- Knowledge of permit to work system.
- Knowledge of associated building maintenance equipment and tools would be an advantage.
- Undertaken relevant Health & Safety training.
- Must be able to work under own initiative and keen to develop.

## 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.

# 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>	