

# Job Description

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

## Job purpose

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

To support the account in the completion of a wide range of planned and reactive maintenance activities

## 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.

Support the Works Supervisor in the completion of a wide range of planned and reactive maintenance activities in accordance with site and company rules, procedures and Safe Systems of Work. These activities include but are not limited to the following:

**Legionella Control**

- Carry out routine checks and temperature monitoring of water systems
- Record readings and produce defect reports on the results
- Carry out cleans and disinfections of water systems and cooling towers
- Assist in the production of legionella risk assessments
- Obtain laboratory samples and conduct chemical analysis of water to monitor bacterial growth

**General**

- Carry out reactive tasks as trained to do so
- Assist Maintenance engineers in the performance of their PPM / Reactive activities

**Mechanical**

- Perform round routes, filter changes and greasing/oiling of plant and equipment

**Escorting**

- Escorting of sub-contractors/personnel who require escorting in order to complete their activities
- Complete and maintain records and paperwork in support of the above activities. This includes but is not limited to updating comments on AMS work orders, matching delivery notes, completion of Take 5s, AORs and other miscellaneous documents

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- Ensure that all work is completed in a safe manner, in accordance with Safe Operating Procedures or Safe Systems, that good housekeeping and working practices are employed and that you represent EMCOR in a professional manner at all times
- Comply with any reasonable request from line manager

## 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.

- Whilst specific qualifications are not required for this position, an understanding of the facilities services industry would be advantageous and a basic appreciation of building services is essential.
- A proven track record in a similar or customer facing role is desirable
- The candidate must be numerate and literate with attention to detail
- Good level of interpersonal and customer relationship skills and the ability to work as part of a team
- Computer literacy is desirable

### Person Specification:

- Excellent customer service
- Good temperament, polite and courteous
- Able to cope under pressure
- Articulate and able to communicate with colleagues and customers at all levels
- Smart, presentable appearance
- Adaptable and flexible approach

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## 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.

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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>	