Job Description

Job title	Building Assistant	Date	
Reports to (title)			
Contract/Department		Revision	
Location			

Job purpose

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

To carry out General M&E and Building unskilled tasks to the assist the efficient running of the site welfare and construction activities. To maintain good client/tenant liaison, reporting to the Site Supervisor any out of line situations.

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.

- Carry out tasks, as requested on all building works and welfare facilities.
- Ensure all work is carried out in line with current Health& Safety legislation
- Support other members of staff as directed
- Take responsibility for the general cleanliness of areas of the buildings assigned
- Comply with Client/EMCOR Facilities Services Company Policies and Safe Working Procedures
- No objection to dirty/unsavoury tasks
- Carry out any reasonable request to perform duties, which are normal custom and practice within General Building labourer tasks.

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.

- Proven experience within a similar role
- Basic Health & Safety
- Knowledge of basic Building construction processes
- Good level of interpersonal and customer relationship skills
- Reasonable level of skills, acceptable dress standards, good communicator.

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 *Signature*	
Print Name	
Date	

Job Holder *Signature*	
Print Name	
Date	