

Job Description

Job title	Maintenance 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 Building Maintenance in line with the contract, including PPM and Reactive works. 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 M&E Planned Preventative/Reactive Maintenance tasks on all building equipment. i.e. inspections, relamping, water quality checks, filter changing etc.
- 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 M&E 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 Maintenance.

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 Electrical/Plumbing/Joinery/Mechanical systems and their implementation within a Building Maintenance environment
- Good level of interpersonal and customer relationship skills
- Reasonable level of presentation skills, dress, writing, etc

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>

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