

Job Description

Job title	Maintenance Operative	Date
Reports to (title)	Engineering Team Leader	November 2025
Contract/Department	GSK	Revision
Location	Stevenage	V1

Job purpose

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

To support the engineering team leader with a wide range of general requests and preventative maintenance activities ensuring clear lines of communication through client liaison to ensure customer satisfaction.

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.

- Exhibit EMCOR UK Company Values and Client Life Saving Rule principles
- Ensure that all work is completed in a safe manner, in accordance with EMCOR and client SOPs and Safe Systems of Work.
- Perform routine preventative maintenance activities as per PPM schedules ensuring work is completed within deadlines
- Undertake reactive tasks as trained to do so
- Assist Maintenance engineers as and when required with preventative maintenance and reactive tasks
- Escorting of sub-contractors/personnel as and when required ensuring contractor management procedures are followed
- Ensure all work is performed as per work instructions and closed accurately
- To perform any other reasonable duties required by the Engineering Team Leader and/or Account

Resource responsibilities

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

- No direct reports

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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.
- 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
- Must be computer literate as all work is issued and logged on mobile devices
- Able to cope under pressure
- Adaptable and flexible approach

Desirable

- Working within a facilities management environment

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.

Potential opportunities for growth into an engineering discipline position with training supplied for the right candidate.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	

Job Description

Date	
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FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	