

# Job Description

---

Job title	Fabric Engineer	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

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

- To focus on the expected team behaviours for achieving significant results and outcomes for the business, helping EMCOR to maintain its leading edge status within the industry and our reputation with our customers. To provide a high quality support service to Facilities Management contracts.
- Ensure adherence to Health and Safety at all times
- To be responsive and co-operative and achieve the required tasks set
- Be part of a cohesive working team which aim to provide a high level of service to the client

## 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 routine tasks on a daily / weekly basis as defined by the site Planned Preventative Maintenance (PPM)
- Carry out reactive maintenance to doors / windows / thresholds / minor brickwork, rendering and plastering. Other ancillary duties such as gutter cleaning, furniture moves may also be required.
- Be a member of the on site gritting team.
- Carry out small works / variation tasks issued by the Help Desk
- Deal promptly with any priority works allocated by the Help Desk
- Survey new works and produce list/cost of materials, as required
- Enter and maintain all information on any worksheets issued by Help Desk, include details as to action taken and hours expended and return completed job sheets promptly
- Be an active participant in reviewing existing and implementing new techniques to enhance the service to our clients
- Carry out duties in accordance with company procedures and the clients' requirements
- Assist in undertaking duties which are required to fulfil our contractual obligations
- Undertake follow up actions required to resolve situational circumstances for which you have been authorised to undertake
- Maintain equipment and tools within site workshop facilities, ensuring they are fit for purpose at all times
- Materials must be ordered via Helpdesk
- To comply with any and all instructions given by EMCOR Operations Manager/supervisor
- Signing on and off site rules must be adhered to at all times
- Undertake training that may be required to fulfil duties
- To undertake any other duties as may reasonably be requested, which are within your competence and experience

# Job Description

---

## 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.

- |   |
|---|
| <ul style="list-style-type: none"><li>• Experience in a fabric trade background</li><li>• Sound understanding of requirements under Health and Safety Legislation</li><li>• Ability to interface with people including customer staff at all levels</li><li>• Ability to be a self starter within a team environment</li><li>• Full clean driving license</li><li>• IPAF &amp; PASMA certification</li><li>• Forklift driving license</li></ul> |
|---|

## 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 <i>Signature</i>	
Print Name	
Date	

# Job Description

---

Job Holder <i>Signature</i>	
Print Name	
Date	

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