

# Job Description

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

## Job purpose

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

Provide general maintenance support as part of a multi-disciplined team. This role covers both reactive and planned preventative maintenance.

## 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.

- Routine planned maintenance tasks as directed by Site Manager / Supervisor, covering all buildings within the site and to include pest proofing works, painting, unskilled carpentry work, small plumbing works
- Operate MEWP as directed
- Operate Forklift as directed
- Install and dismantle pasma/stair towers (training to be provided)
- To ensure that all relevant paperwork is completed satisfactorily and to the expected standard
- To be responsible for the care and proper use of building maintenance equipment and tools
- Ensure that spares and materials are used in a cost effective manner
- Support other team members
- To undertake all duties in a safe, tidy and responsible manner in accordance with H&S requirements
- To carry out other duties as may be reasonably requested from time to time by site management or the client
- Completion of quotes including labour plus parts and each task's priority is met
- Ensure all works are correctly allocated and produced accurately for invoicing purposes
- To follow EMCOR's code of conduct
- Manage your own workload and work efficiently
- Comply with the client's company rules and maintain a high standard of discipline
- Provide high standard of workmanship at all times

### Safety

- Attend all relevant training and safety briefs
- Adhere to company, client and regulatory safety rules
- Work in a safe manner at all times
- Participate in safe culture practices and play active part in promoting good safety practices

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## 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.

- Semi-skilled would be an advantage
- Experience in building work would be an advantage
- General awareness of Health & Safety regulation
- Knowledge of permit to work system
- Knowledge of associated building maintenance equipment and tools would be an advantage
- Able to undertake training and development where required
- Undertaken relevant Health & Safety training
- Must be able to work under own initiative and keen to develop
- Valid full driving licence
- Willing to work towards IOSH Managing Safely
- Flexible approach to working hours - will be included on call out roster

## 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>