

Job Description

Job title	Buildings and Maintenance Multi skilled Operative	Date May 2025
Reports to (title)	Workplace Manager	
Contract/Department	BAE Subs	Revision 1
Location	BAE Submarines – Barrow	

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 in area of responsibility. This role will provide fast responses to reactive maintenance requests to positively impact the working environment and continuously improve maintenance services.

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.

This role supports the Workplace Manager and will be directed to complete tasks to improve the working environment, reduce demand on the core maintenance services team and be dynamic in response to requests from the client.

Activities will include, and not limited to:

- Minor internal and external painting and decorating
- Minor unskilled carpentry work
- Building, deconstruction and moving of office furniture
- Building tidiness – removal of discarded items such as pallets, wood etc.
- Minor facilities maintenance work, such as replacing toilet seats, light pull cords, replacing blinds etc.
- Minor plumbing (if suitably qualified and experienced)
- Pest proofing works
- Other work as directed by the Workplace Manager
- Keeping accurate records of work carried out and provide the Workplace Manager with updates as required

This role will support others within a multi-skilled team and will need to be agile to react to a rapidly changing environment.

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Self-motivated to proactively complete work to a high standard and within expected timeframes.

Be able to build positive relationships with customers and communicate effectively.

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

Resource responsibilities

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

- 0 – Direct Reports
- Responsible for the care and proper use of maintenance equipment, tools, and material.
- Responsible for carrying out duties in a safe, tidy and responsible manner.
- Where required, complete measurements and assessments to inform quotes.

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
- Good communication skills to keep client, customers and colleagues informed of work being undertaken
- 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 •Good

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interpersonal and customer relationship skills.

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.

Must be able to obtain and maintain the relevant security clearance

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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