

<b>Job title</b>	Mobile Fabric Technician – Self Supervising	<b>Date:</b> 21/01/26
<b>Reports to (title)</b>	TSM	
<b>Contract/Department</b>	BBC	<b>Revision</b> 00
<b>Location</b>	Geo2	

## Job purpose

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

To support the contract management team by delivering both planned and reactive building maintenance services across the GEO2 region, ensuring that all works are undertaken in accordance with the highest standard both quality of workmanship and health & safety compliance, while supporting our strategic goals of 'making our customers lives easier'.

## 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.

### HFM

- To undertake both planned and reactive fabric/building maintenance tasks.
- To ensure buildings are operated and maintained in accordance with both relevant legislation and EMCOR operating procedures.
- Carry out decoration works in order to maintain the buildings appearance, basic plumbing to toilets and sinks, carpet remedials and replacements and all manner of joinery.
- Assist in maintaining the cleanliness of plant rooms and adjacent engineering/operation spaces.
- Assist engineers with a multitude of engineering tasks as and when required.
- Provide accurate feedback, information and work reports, utilising the EMCOR UK mobile application.
- To undertake routine water monitoring tasks and weekly fire alarm tests, ensuring records are maintained.
- Willing to assist with works outside normal skill set as/if required.
- Working across multiple projects and minor works as requested.
- Be the handy man for various sites across the region
- To monitor sub-contractors works, ensuring all EMCOR procurement processes and

procedures are followed, and relevant site records are maintained.

- To communicate operational issues to the EMCOR Supervisor when appropriate and proactively request support when required.
- Assistance in the preparation of estimates/quotations as required.
- Must be willing to undertake company standard internal training workshops and work to EMCOR standards.
- The responsibility for completing allocated work orders from receipt to completion as well as proactively generating own work orders to close out identified issues.
- Provision of information on progress of allocated work orders.
- Adherence to the Quality Management System applied to all M&E systems.
- Developing of relationships with all clients and work within a site team of mobile and static based staff.
- Ensuring continuous improvement and drive for value for money.
- Willing to work in secure and sensitive environments across the account.
- To behave consistently in line with EMCOR UK's values.
- To always be organised and proactive, ensuring that workload is prioritised and completed.

## HSW

- To comply with EMCOR UK's Health, Safety and Wellbeing policies and procedures are always maintained.
- Accurate use of Intelex to report any near misses or accidents and ensure actions are closed out in a timely manner.
- Reviewing RAMS from subcontractors to ensure standards are maintained.
- Ensure compliance to EMCOR UK RAMS and procedures.
- Supervising and managing subcontractors on site when required
- Ensure compliance with asbestos management processes and procedures.

## Resource responsibilities

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

# Job Description

The role is self-managed and supervised with no direct reports. The supervision and management of subcontractors including all elements of the booking in process i.e. Approving RAMS and checking competencies may be required from time to time.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

The job requires an individual who could manage and supervise his own workload. A proactive person who identifies issues and rectifies with little to no input from management from start to finish which includes, logging the activities, planning the works through client and management liaison, material ordering, completion and signing off.

The ideal candidate will have previous supervision experience and hold qualifications in

- Carpentry
- Fire door inspections (desirable)

## 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.

The job role is a regional based role with travelling which covers the North West GEO 2 region on the account. Working hours are Monday – Friday 8am – 5pm. Be part of a regional callout rotation to provide out of hours on call cover.

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

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

# Job Description

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