

Job Description

Job title	Multi Skilled Operative	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To assist various trades within our Building & Civils team to maintain the efficient running of the site. Be flexible with regard to carrying out all works in order to provide a safe and high quality service. Be willing to receive training so tasks can be completed in all areas of the site.

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.

- Support the New Works team in connection with all Buildings and Civils works.
- Implementation of policies, procedures and standards necessary to maintain the operational activities and to provide a high quality service to the customer.
- Support the line manager in the implementation of a programme of ongoing planned New Works across the contract in order to ensure a high standard of service.
- Respond rapidly to short-term issues arising from existing contracts and tasks.
- Ensure that the day to day operations are conducted to the highest standards in order to satisfy and maintain company defined standards.
- Ensure compliance to all site and company safety standards, taking into account all legislative and regulatory requirements
- Be fit and willing to carry out specific training for working within controlled areas including radiological and beryllium area.
- Conform to changes in existing or new company policies and procedures, and local work instructions.
- Any other reasonable duties as requested by Line Management.

Resource responsibilities

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

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Person specification

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

The job holder is accountable for carrying out tasks and associated works to conclude the satisfactory completion of work. As such, they must be keen, enthusiastic and willing to learn from immediate supervisor with aspirations for progressing within the Buildings and Civils industry.

- Good all round knowledge of Facility Management is advantageous.
- Excellent level of interpersonal and communication skills, with the ability to liaise with customers and staff at all levels in both written and spoken English.
- Willingness to train, update and improve themselves for the benefit of the contract.
- The ability to establish, implement and monitor high standards of excellence in areas of quality, safety and operational performance.
- Must be self motivated, a team player and resilient under pressure.
- Flexible approach to all duties and be able to work on own initiative.
- Must meet all minimum criteria to apply for and pass security clearance procedures

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 Description

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>	