

Job Description

Job title	Electrical Assistant	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>	