

Job Description:
[Job Title]

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| Function: | Maintenance & Engineering |
| Job:  | Fabric Engineer |
| Position:  | Fabric Engineer |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Emily Fish (Workplace Manager) & Othman Fida (Deputy Workplace Manager) |
| Additional reporting line to: | Henry Hinge (Senior Engineer) |
| Position location: | Quilter, Southampton  |
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| 1. Purpose of the Job  |
| * To carry out the planned and reactive maintenance of a wide range of building fabric/other tasks within an office building environment.
* To be accountable for the effective delivery of a professional maintenance service to the client, ensuring that all contractual response and repair times are met.
* To liaise with other operatives/contractors to ensure a consistent and professional approach.
* To have the ability and competence to assist and carry out minor repairs associated with other trades.
* To be prepared to work to variable hours Monday – Friday when required based on a 40-hour week.
* To undertake weekend/out of hours working to complete intrusive maintenance activities that cannot be undertaken within normal working hours.
* To be part of the on-call rota for breakdown callouts across the site.
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| 2. Organisation chart  |
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| **3. Context and main issues**  |
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| * Training may be required to undertake certain aspects of the role
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| 4. Main assignments  |
| * To act upon any reasonable requests from the Senior Engineer or Manager(s).
* To undertake maintenance, proactive and reactive repair to building fabric services in an effective and courteous manner.
* To undertake minor decorating tasks.
* To assist the wider engineering team in undertaking maintenance and reactive repair works under guidance and within your levels of training or competency.
* To be an essential part of the local team who will ensure the safe operation and repair of all M&E building services and fabric equipment on the site.
* To use IT systems (Handheld device) as part of the CAFM system.
* The delivery of fabric installation small works projects as instructed by the Senior Engineer or Manager(s) in accordance with legislation.
* To take part in Appraisals/Performance Reviews including the recognition of training and development needs
* To attend any other training courses as required.
* To be able to work as part of a team and to provide assistance to other operatives and contractors when required.
* To be able to communicate with the client’s staff at all levels.
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| 5. Accountabilities |
| * To ensure that all repairs and installations are compliant with current legislation and any relevant regulations.
* Monitor site performance of sub-contractors and report poor performance.
* To work in line with issued Risk Assessments and Safe Systems of Work.
* To co-operate with the client and employer, ensuring that all statutory Health, Safety and Welfare legislation is adhered to, including any company or site-specific policies and rules.
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| 6. Person Specification  |
| **ESSENTIAL:*** Good all-round maintenance experience including basic carpentry, painting and decorating, tiling etc.
* Valid driving licence

**DESIRABLE:*** Valid First Aid Certificate
* Valid IOSH Managing Safely Certificate
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| 7. Competencies  |
| * Growth, Client & Customer Satisfaction / Quality of Services provided
* Rigorous management of results
* Learning & Development
* Innovation and Change
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| 8. Management Approval – To be completed by document owner |
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| Version | V1 | Date | 06/06/22 |
| Document Owner | Othman Fida |

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