

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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Draft. Version: 27-03-2014

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| 2. Organisation chart |
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| **3. Context and main issues** |
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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 |
| |  |  |  |  | | --- | --- | --- | --- | | Version | V1 | Date | 06/06/22 | | Document Owner | Othman Fida | | | |