


Job Description Template			
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Job Description – General Maintenance Operative

Department/location:	SYLOC
Hours of work:	45hrs per week; Monday to Friday 08:00 – 17:30
Reports to:	Treatment Plant Manager
Holiday:	20 days PA plus 8 bank holidays
Other benefits:	Company pension after 3 months, bonus scheme and death in service benefit

General:

The aim of the role is to maintain and repair Future Industrial Services property, equipment and grounds in accordance with routine maintenance schedules and/or as required to ensure their serviceability and effectiveness.

General Maintenance Duties:

- Carry out daily routine maintenance and repairs of Future Industrial Services property, equipment or grounds.
- Carry out preparation, painting and/or repairs to any Future Industrial Services property, equipment or grounds as required.
- Maintain records of works carried out.
- Maintain a safe and tidy working environment.
- Pressure washing yard


General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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Person Specification

Qualifications/Training	E / D*	How assessed***
Willing to undertake additional training (HPWJ; MEWP; FLT)	E**	I
Category C+E driving licence valid for UK	E	CV
Experience		
Previous experience of working in a general maintenance role is preferred	E	CV
Specific Post Knowledge/Skills		
Knowledge of the use of all tools of the trade	E	I
Knowledge of Health & Safety standards in the workplace	E	I
Personal Characteristics		
Conscientious to work independently without direct supervision	E	I
Flexible approach to daily/weekly work pattern/schedule	D	I
Professional approach to work	E	I
Good customer service manner, presenting a positive image of the Company	E	I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment