

Sykes and Son Ltd**Job Description and Person Specification**

Date Effective	
IMS Reference	
Job Title	Foot Mobile Fabric Engineer
Based at	Central London sites
Reporting to	Services Manager/Supervisor
Direct Report(s)	None
Working Relationships	Clients/Colleagues
Job Summary	To ensure that all fabric areas are maintained to the standard required by the Company and the Client. Carrying out all works as required and detailed, with an understanding of the client's needs and proactively responding to these requirements/situations at all times. Proactivity with client in fault finding, reporting possible problems, clearing up on completion of works, reporting completion and work carried out.

Key responsibilities and Accountabilities:

1. Carry out PPM tasks as requested by Administrator and/or Coordinator
2. Carry out reactive tasks as requested by Administrator and/or Coordinator
3. Liaise with Administrator and client on-going basis
4. Carry out any other reasonable works requested as directed by management
5. Daily completion of necessary paperwork to attribute working hours to tasks

Competencies

Competence	Level				
	1 – not required	2 – rarely required	3 – sometimes required	4 – required most of the time	5 – required all the time
Technical	1	2	3	4	5
Communication/Teamwork	1	2	3	4	5
Communication/External Awareness	1	2	3	4	5
Teamwork	1	2	3	4	5
Resource Management	1	2	3	4	5

Personal Attributes/Aptitude/Skills

Personal attributes/aptitude and skills	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Relevant qualification to NVQ level 2 in either carpentry or painting ➤ CSCS Card 	<ul style="list-style-type: none"> ➤ CSCS Heritage Card
Education needed for this role	<ul style="list-style-type: none"> ➤ Basic level of general education 	<ul style="list-style-type: none"> ➤
Training needed for this role	<ul style="list-style-type: none"> ➤ Asbestos Awareness ➤ WAH Awareness ➤ Fire Awareness ➤ COSHH ➤ Manual Handling ➤ Environmental Awareness 	<ul style="list-style-type: none"> ➤ First Aid qualification
Experience needed for this role	<ul style="list-style-type: none"> ➤ At least 3 years carpentry or painting experience on heritage buildings. ➤ Experience of other trades to good level. 	<ul style="list-style-type: none"> ➤
Personal attributes needed for this role	<ul style="list-style-type: none"> ➤ Commitment to producing high standard of work ➤ Ability to work as part of team ➤ Ability to work with minimum of supervision 	<ul style="list-style-type: none"> ➤
Aptitude needed for this role	<ul style="list-style-type: none"> ➤ Able to work weekends and out of hours ➤ Basic numeracy and literacy 	<ul style="list-style-type: none"> ➤
Skills needed for this role	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤

Managing Director: _____

Date:

Review Date: