

JOB DESCRIPTION

Multi-Skilled Operative

As a Multi-Skilled Operative within our Facilities Team, you will be responsible for carrying out repairs, maintenance and refurbishment work. You will also be required to support other operating units as necessary and this will involve various construction activities including production, quality, safety and client liaison.

In this role, you will be responsible to the Facilities/Small Works Operations Manager.

Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



Pride & passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

Key Responsibilities

This will include, but not limited to, the following duties:

- Carrying out first and second fix joinery on refurbishment and construction projects
- Installing doors, frames, ironmongery, fire door sets, and partitions
- Fitting kitchens, worktops, flooring systems, and bespoke timber features
- Constructing stud walls, ceilings, and structural timber elements
- Completing high-quality finishing work including skirting, architraves, and trims
- Repairing doors, windows, locks, and general building components
- Carrying out minor plumbing, patch plastering, and general maintenance tasks
- Ensuring buildings remain safe, functional, and compliant
- Supporting other trades on-site during construction and refurbishment projects
- Undertaking basic works in plastering, tiling, painting, and flooring
- Making good after installations and coordinating with subcontractors
- Adapting to a variety of tasks depending on project or maintenance needs
- Working across live construction sites and occupied buildings
- Reading and interpreting drawings, specifications, and job sheets
- Meeting project deadlines and maintenance response times
- Liaising with site managers, clients, and other trades
- Following all health & safety procedures and site regulations
- Ensuring work complies with building regulations and fire safety standards
- Completing works to a high standard with attention to detail
- Recording completed work and reporting any issues or additional requirements

Continuous improvements

You will contribute to the overall running and continuous improvement of the business, along with the development of the FM Company, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to the Construction Department, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the QEMS.

General requirements

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.



Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company

Signed:.....
Director

Date:.....

Signed:.....
Employee

Date:.....

PERSON SPECIFICATION
Multi-Skilled Joiner

Criteria	Essential	Desirable
Qualifications	- Approved apprenticeship City and Guilds or NVQ Level 3 Qualification - BM Trada	Additional supplementary training
Experience/ Skills	- Joinery Skills - At least 5 years of relevant experience in a reactive maintenance / FM environment - Experience of working with woodworking machinery, access equipment, majority of construction industry equipment and personal protective equipment.	- Previous experience within the construction industry - Additional trade skills
Safety Skill Sets	- Valid CSCS Card - Abrasive Wheel - Asbestos Awareness - Environmental Awareness - Face Fit - Fire Safety Awareness - IPAF - Manual Handling - PASMA - RAMS - Safe Working at Height & Temporary Works Awareness	