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# Example of Building Job Description

Our company is growing rapidly and is looking to fill the role of building. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for building

* Out of hours attendance as required at some week-end and evening functions and meetings
* General portering duties to include delivery of parcels, delivery of print items, moving of furniture and repair/handyperson and internal decoration work
* To accept deliveries checking and recording all relevant information
* Collection of waste, confidential waste and shredded paper
* Replacement of faulty lamps and fluorescent tubes as required
* Locking and closing of windows, switching off lights and checking emergency lighting
* Liaising with contractors ensuring a record is logged of their attendance
* To assist with the operation of car parks as requested
* To be responsible for the appropriate checks, routine maintenance
* To provide support to other Accommodation and Facilities Management staff on request

## Qualifications for building

* Must have experience in all trade diciplines including experience with comercial roofing
* Strong computer knowledge dealing with scheduling and reports
* Must be able to climb a ladder with a 300 lb
* Degree in Building Surveying
* Experience of specification writing, design and contract administration duties - principally repair and maintenance works with residential and office refurbishment
* Must be able to stand, walk, lift, push, pull, bend, throughout shift