

# Job Description

---

Job title	Mechanical Supervisor	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide a professional and efficient service to the management team in the delivery of maintenance tasks, in line with contract Service Level Agreements and Key Performance Indicators.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Support the Line Manager in the day to day implementation of EMCOR policies, procedures and standards necessary to maintain the integrity of ongoing operational activities and provide high quality service to customers in accordance with:
  - EMCOR Integrated Management System
  - EMCOR Employee Handbook
  - EMCOR M&I Business Plan
  - Contract Business Plan
  - Contract Safety Procedures / Instructions
  - EMCOR / Contract
- Deliver maintenance activities through effective organisation, planning and communication, agreeing what resources will be required and ensuring that the staff members are fully competent and trained to undertake tasks in a safe and timely fashion and in line with Service Level Agreements and Key Performance Indicators
- Monitor the progress of maintenance tasks, ensuring that works are completed according to your agreed plan of work and to the satisfaction of the customer and regulatory authorities
- In conjunction with the HSE&Q team, regularly monitor the safety performance of all service aspects, identifying areas for improvement
- Ensure that all Safe Systems of Work and Risk Assessments have been read and understood by you and your team and that they are appropriate for the task in hand
- Provide regular updates to EMCOR Management team and the contract, and maintain daily contact with the customer and attend meetings as necessary
- Supervise, co-ordinate and/or manage Specialist Sub-contractors as required
- Produce, supervise and/or manage the completion of appropriate records and documentation, including but not limited to, timesheets, job dockets, work orders, site audits and inspections and testing certification
- Obtain quotations and provide necessary information for the raising of orders to ensure task completion. Support the commercial team by providing information necessary to establish financial completion of accounts
- Identify and implement operational improvements to ensure continued provision of high quality service

# Job Description

---

- Attend meetings on an as and when required basis
- Assist in other adhoc functions within skills level, training and experience on an as-instructed basis

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- The ability to establish, implement and monitor high standards of excellence in areas of quality, safety and operational performance
- This position requires NVQ Level 3 or equivalent discipline related qualification
- The ability to demonstrate significant working knowledge of maintenance disciplines, i.e. Mechanical and Building and Civil Engineering
- Proven operational success and experience in a maintenance delivery environment
- Must be able to demonstrate knowledge in the field of Health, Safety, Environment and Quality assurance
- The candidate must be articulate, numerate and IT literate
- Have good people management, leadership, decision making and communication skills. Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels
- Excellent customer service
- Good temperament, polite and courteous
- Smart, presentable appearance
- Adaptable and flexible approach
- Must have a full driving licence
- The individual must be willing to undergo DV clearance

# Job Description

---

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

--

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	