

Job Description

Job title	Day Centre Infrastructure Manager	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

EMCOR UK are looking for an enthusiastic and capable individual to join our Data Centre Management Team. This team will be leading the technical and account management for all data centre activities during planned and reactive tasks to ensure sites high level of availability.

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.

Oversee preventative maintenance and fault diagnosis and manage the corrective action and reports or quotes required.

Administrating and managing the sites CMMS (Computer maintenance management system) and Work authorisation system.

Compiling reports to convey the KPI statistics of the site.

Conducting site audits on operational staff to ensure they are meeting all requirements.

Leading technical subcontractors/vendors planned or reactive service visits and minor works while ensuring they conform to the site procedures and agreed method statements.

Oversee proactively repair any defects and to maintain plant rooms in a clean, tidy and safe condition.

Manage and record defects through the helpdesk to ensure SLA timeframes are always met

Ensure rapid and effective response to customer and helpdesk requirements.

Review RAMS (Risk assessment and method statements) and subcontractor competencies before work permits are authorised.

Escalate any issue that effect the availability, health and safety and security of the site.

Adhere to all current company and Critical Engineering Management policies and procedures and to take an active approach in the continuous improvement of these procedures.

Manage the maintenance of the water systems and records in accordance with L8 Legislation.

Provide innovative solutions and recommendations to improve building, plant and system energy efficiency.

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Develop relationships with the client and assist his nominated audit teams.
Management of Asset Manager (direct report).
Leading the account to deliver safe and sustainable operations for the client.

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.

Essential

Good knowledge of Generators, Cooling systems and UPS systems

Hold a valid UK driving license

Served a full Technical Apprenticeship and hold a technical qualification as an electrical engineer (C&G, HNC, ONC etc).

Able to organise and manage own workload

Positive proactive attitude and can take ownership of the site

Aware of site critically and work risks

Good admin skills with Microsoft packages

Good interpersonal and communication skills

Good understanding of LV distribution systems

Job Description

Previous management experience

Availability to cover shift when required

Desirable

Critical site experience or Data centre experience

HV AP15

Knowledge of CMMS

L8 Certification

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.

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

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

FOR HR USE ONLY:

Job Description

<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	
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