

# Job Description

<b>Job title</b>	Minor Works Supervisor – Electrical Bias	<b>Date Jan 2026</b>
<b>Reports to (title)</b>	M&E Supervisor	
<b>Contract/Department</b>	Siemens	<b>Revision 1</b>
<b>Location</b>		

## Job purpose

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

This role will be responsible for managing and delivering small works projects including new small works projects up to the value of £25,000.

The role focuses on planning, supervising, and completing new small works and remedial-generated projects safely, compliantly and to program in line with EMCOR procedures.

The post-holder will have a working knowledge of CDM regulations and will undertake internal and site-specific training including SMSTS.

## 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.

- Carry out surveys, define scope and provide quotations
- Preparation of method statements and risk assessments.
- Procure labour / materials and sub-contractors in accordance with EMCOR UK buying procedures ensuring waste and costs are minimised.
- Prepare and review RAMS, ensuring they are proportionate and suitable for the task.
- Management and close supervision of EMCOR UK Staff and sub-contractors ensuring compliance with Health and safety legislation, CDM regulations (proportionate to the size) and EMCOR and client procedures.
- Knowledgeable and up to date in matters relating to Health and Safety and statutory requirements including CDM Regulations and always ensure compliance.
- Maintain accurate project administration files and costs (financial records).
- Attend internal meetings as required
- Support testing, commissioning, handover, and close out of works
- Provide operational support to the wider contract where required
- Maintain accurate projects records, including job files,

# Job Description

permits and completion of documentation.

## Resource responsibilities

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

- Coordinate with the Asset Manager to maintain accurate asset updates before and at project close-out.
- Responsibility for managing minor works projects up to £25K, ensuring prudent pricing and effective budget management.
- Manage and oversee subcontractors to ensure full compliance with all aspects of CDM Regulations, health and safety standards, and project requirements.

## Person specification

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

- Electrical biased with Level 3 qualifications to include 18th edition , NVQ Level 3 (or equivalent) AM2
- Proven experience supervising small works or similar projects
- Strong organisational and communication skills
- IT literate with experience using word , spreadsheets and Microsoft office
- Full UK Driving licence
- Willingness to undertake internal and site specific training .
- Experience working within CDM-regulated environments
- SMSTS (Desirable)

# Job Description

- Electrical Testing and inspection qualification (Desirable)

## 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.

--

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

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

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	