

# Job Description

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

## Job purpose

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

To perform all planned and unplanned mechanical engineering activities relating to the running of an efficient contract and supporting the client sites. To support the Maintenance Works Supervisor by performing planned and unplanned mechanical / maintenance activities in accordance with site procedures.

## 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 services to customers.
- Ensure all Planned Preventative and Reactive Maintenance is completed to schedule ensuring that appropriate documentation is completed and submitted in a timely fashion.
- Perform rectification of defects, ensuring all safety and performance standards are met in accordance with the contract.
- Carry out routine maintenance work associated with all mechanical systems.
- Supervise specialist contractors and ensure all certifications / documentation is completed in accordance with the client and EMCOR's requirements.
- Liaise with and respond to the Helpdesk ensuring urgent maintenance tasks are responded to within appropriate timescales.
- Ensure that good housekeeping and working practices are employed and ensure that you represent EMCOR in a professional manner at all times.

## Resource responsibilities

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

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## Person specification

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

- This position requires ONC / OND, NVQ Level 3 or equivalent in the relevant job specific discipline
- Proven experience within a building services environment
- Knowledge of PSSR 2000 / Confined Space, Legionella and Permit to work systems.
- Articulate, numerate and IT literate
- Understanding of legislative compliance and contract law preferred
- Good all round knowledge of facilities management and building services engineering.
- The ability to establish, implement and monitor high standards of excellence in areas of quality, safety and operational performance.
- Must be able to demonstrate a successful track record in the field of assurance / health and safety.
- Have good decision making and communication skills.
- Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels.
- Must be able to obtain security clearance, currently at DV level.
  
- Motivated self starter
- Willingness to train, update and improve themselves for the benefit of the contract
- Ability to think and react to immediate problems and issues without losing sight of or compromising long term goals
- High standard of personal integrity and professionalism with the adaptability to change
- Ability to lead and act with authority when required
- Proactive approach
- The ability to make decisions and solve problems

## 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	

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