

Job Description

Job title	Boiler Manager	Date Feb 2026
Reports to (title)	Mechanical Technical Operations Manager	
Contract/Department	Mechanical Operations	Revision 5
Location	Stevenage	

Job purpose

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

This role is responsible for the operation and maintenance of steam boilers and will require the individual to lead and perform necessary maintenance activities.

Focusing on the safe operation and maintenance of steam boilers and a CHP and driving the efficiency and reliability of plant and equipment. Ensuring statutory and regulatory compliance and complying with EMCOR and GSK policies and 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.

This role is expected to be split between the management of boilers and site CHP and working tradesman ensuring all tasks are undertaken to the required standard:

- To be an example in conduct and behaviour to those you interact with.
- Foster relationships with colleagues and staff in line with GSK & EMCOR UK values. To represent EMCOR UK in a positive manner and comply with any company wide or site-based requirement
- Ensure availability of plant and equipment to drive efficient and reliable operation
- The mechanical maintenance of steam boilers, CHP and associated equipment
- Carry out all isolation / lock offs relating to boilers and associated equipment under a permit to work
- Act as Pressure Systems Authorised Persons (AP) (Training will be given if required)
- Carry out daily boiler planned preventative maintenance,
- Carry out water treatment tests and adjust dosing accordingly
- Carry out boiler oil startups on a monthly basis
- Carry out boiler evaporation tests on a weekly basis
- Change boiler sequence to suit boiler arrangements and accommodate outages
- The preparation / strip down of mechanical equipment ready for the statutory insurance inspections
- Repairs of mechanical and pressure systems.
- Record meter readings and interpret them to ensure boiler efficiency's is maintained
- The responsibility for allocated work orders from receipt to completion for you and your team.
- Ensure all plant areas are clean and safe.
- Effectively communicating with the shift teams to ensure resilience out of hours.
- Ensuring that all activities within the plant are carried out in a safe manner in line with policies and procedures.
- Effective communication with the users and the engineering department of progress to date and advise on any delays or risks to work scheduled in a prompt and professional manner.
- Provide technical support for projects and assist with commissioning and hand over works for plant and user equipment.
- Provide, and where required, implement solutions to design problems.

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- Ensure asset information is accurate and up to date. To make recommendations for changes where required and fully engage in the LCAM process.
- To ensure all PPM work orders are completed on time
- Raising and issuing Business Impact Assessments and Operational Occurrence Reports (OOR's) where required
- To carry out engineering tasks related to planned and reactive work activities.
- Recognise spares requirements, order spares and update stock items as necessary.
- Managing and monitoring subcontractors working under your direct control.
- Be fully aware of Service Level Agreements between EMCOR UK and GSK to ensure its requirements are met
- Assist GSK in all aspects relating to their Environmental Permit Management Policy with regards to emissions data and attend meetings as required.
- To assist GSK with collating and finalising utilities end-of-year usage totals.
- To attend technical seminars and training courses as appropriate.
- To always comply with GSK and EMCOR UK's SSOW and HSW Policies and procedures.
- To keep up to date with GSK and EMCOR my learning training.
- To comply with all regulatory and statutory requirements including but not limited to quality, health & safety and environmental, i.e. PSSR 2000, BG01, Pressure Equipment Safety Regs
- To maintain proficiency with all relevant GSK and EMCOR IT packages and systems.

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Resource responsibilities

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

- Direct line management for Boiler Technician
- To be the direct report and take responsibility for subcontractors working in your designated areas, including but not limited to Issuing/approving permits, providing hosting duties, ensuring RAMS/necessary paperwork is correct.
 - To manage subcontractors in line with EMCOR UK's SSOW and PCO process.
 - To ensure that subcontractor performance is consistent and satisfactory.
 - Monitor subcontractor performance as required and feedback to the Technical Team Leader.
- Maintain / undertake Leadership training suitable for your level.

Person specification

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

Demonstrable evidence of relevant technical experience and must hold qualification(s) at a minimum of NVQ level 3 in a related engineering discipline:

- BOAS Cert IBO (Certified Industrial Boiler Operator) - essential
- Dip BOM (Diploma in Boiler Plant Operation Management - D6A) – desirable
- Authorised Person Mechanical and Pressure Systems (APMPS – C&G) - desirable
- Knowledge and understanding of safe systems of work i.e. plant isolations and safety systems.
- Mechanical plant experience
- Good IT skills including Word, Excel and Power Point.
- Strong organisation, prioritisation and communication skills. Ability to work to time constraints and prioritise tasks according to the needs of the business.
- Good leadership, motivational and communication skills are required.
- Innovative and focused on continuous improvement.
- Strong customer skills are required. The ability to communicate at all levels is essential.

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.

This job description is not an exhaustive list of responsibilities to be undertaken by the post holder and you may be required to carry out other duties, which are felt to be reasonable and commensurate with the post.

Line Manager Signature	
Print Name	

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Date	
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Job Holder Signature	
Print Name	
Date	

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