

Job Description

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| Job title | Mobile Multi Skilled Technician | Date 31 st Oct 2025 |
| Reports to (title) | Senior Facilities Manager | |
| Contract/Department | DHSC | Revision xxx |
| Location | London – Mobile | |

Job purpose

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

To ensure the technical systems across the DHSC London estate are fully maintained and the necessary service criteria is achieved through PPM and Reactive tasks. To support the account in the completion of a wide range of planned and reactive maintenance activities. To perform all planned and unplanned engineering activities relating to the running of an efficient contract and supporting the client facilities.

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.

- To perform all planned and unplanned mechanical and electrical engineering activities. Based in London, but will be required to travel to a number of buildings located across the client estate
- Planned preventative and reactive maintenance tasks on all equipment including plant on DHSC sites.
- Operation/inspection of electrical/mechanical plant and equipment, in accordance with agreed safe working procedures and company quality standards.
- Provide an excellent service delivery across the reactive and planned maintenance tasks as required by the building management.
- Other duties on occasion will include other disciplines; this is not limited and may include Fabric, Mechanical, or Plumbing requests.
- Supervise subcontractors and process all relevant paperwork.
- Work to agreed schedule of jobs provided by contract scheduling team, via CAFM system.
- Perform testing and inspecting of electrical systems in accordance with industry and site standards
- Regularly review, update and close via CAFM system to ensure no SLA/KPI failures.
- Able to work as part of a team, and on an individual basis when required to do so.
- Emergency callout duties as required and willingness to work over time.
- Ordering materials from an extensive list of EFS suppliers and adhering to EFS

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procurement policy.

- Undertake relevant training.
- Provide holiday/sickness cover to the DH London estate when required.
- Able to work as part of a team, and on an individual basis when required to do so.
- Carry out other duties as may be reasonably requested from time to time by site management or the client.
- Ensure all tasks are carried out fully and promptly, in accordance with key performance indicators and service level agreements.
- Respond to reactive help desk requests.
- Follow EMCOR's code of conduct.
- Ensuring that all works are carried out safely and are aware of their responsibilities under the Health & Safety at Work Act 1974, PPE and other control standards.
- Support a culture of collaboration, building customer advocacy with all stakeholders and colleagues by fostering a collaborative, partnership approach to relationships across all sites
- Manage your own workload effectively and efficiently.
- Comply with the client's company rules and maintain a high standard of discipline
- To undertake all duties in a safe, tidy and responsible manner in accordance with health and safety requirements
- To complete the required administration on the day-to-day activities of the role and be punctual on their returns to the deadlines specified.
- Always keep company vehicle clean and presentable, reporting any accidents or damage to the contract administration team without delay.
- Be prepared to travel across DHSC Estate as and when required
- Provide on-call cover for client sites , available to attend site to deal with emergencies as and when required.

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.

- City & Guilds mechanical / electrical engineering qualifications.
- Proven background & experience of building services, to include supervision of subcontractors.
- Demonstrate a good understanding of statutory, health & safety legislation & safe working practices.
- The successful candidate will have a working knowledge & experience of electrical & mechanical systems & plant.
- Must be able to work under their own initiative and keen to develop both their personal skills and the role.
- Trained in risk assessments and method statements.
- The individual must be willing to attain Competent Person (Electrical) HV and Competent Person (Confined Spaces) and with training become appointed in each discipline.
- Knowledge of Confined Space, Legionella and Permit to work systems
- Knowledge of HVAC and BMS system
- Computer literacy is Desirable
- valid full driving licence – essential.
- Excellent interpersonal skills as regular interfacing with the client will be a major part of this role.
- Strong customer skills are required.

Other Factors:

- Opportunity for regular overtime, including function cover during the evening & weekend working.
- Role will involve participation in a shift rota (0700 / 1000 – 1600 / 1900).
- Excellent training opportunities.
- BPSS Security clearance required.

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 Signature | |
| Print Name | |
| Date | |

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| Job Holder Signature | |
| Print Name | |
| Date | |

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