

Job Description

Job title	BMS Manager	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

S Manager will be accountable to lead a team that delivers building automation consisting of HVAC control systems, PLCs, BMS and Critical alarms systems to deliver systems strategy, improvements, operational maintenance and response supporting all Electrical, HVAC, wet systems and steam planned and corrective maintenance. You will be responsible for ensuring safety, quality and statutory compliance to achieve the key performance metrics within your area of responsibility. Your excellent communication skills will ensure that you build long lasting credible relationships in a collaborative work partnership with client stakeholders, Operation Managers, SMEs third party providers, support functions and other key stakeholders to ensure best in class delivery.

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.

Key Accountabilities

- Strategy – To work in collaborative partnership with the client's BMS lead to create a plan for the development and improvement of the BMS and alarms across the site then implement as needed.
- Safety – Driving a safety culture throughout team.
- Customer Delight – Ensure that you build strong relationships with customers and stakeholder, ensuring they are always first and engaged with to gain exceptional feedback.
- Team – To motivate, listen, drive and communicate with your team to ensure exceptional delivery.
- Performance – To lead the BMS team to exceed any service levels including PPM, Reactive and corrective actions targets including third party contractors.
- Compliance – To ensure we comply to GSK & Emcor SOPs, GXP requirements, legislative and statutory compliance.
- Quality – To set SMART goals and objectives to ensure continual improvement, innovation and efficiency within the building and team processes.
- Systems – Building Maintenance Systems, JCI Metasys, PLCs alarms and other critical alarms systems.

Key Responsibilities

- Safety - Responsible to ensure that Risk Assessments are in place for all activities and reviewed and trained as required.
- Safety - Ensure positive safety culture is created by the open sharing of risk and safety challenges with teams and team leaders.
- Safety - Conduct regular tours to identify hazard and ensure team members are involved.
- Risk – Identify all areas of concern to assets and systems with the building areas under your responsibility.
- Quality – Reviews to be completed on active BMS alarms ensuring system is working effectively
- Communication Team – Develop a standard 2-way communication plan for the appropriate cascade of information ensuring information flow is 2-way back to ops meetings. Inc. training of EAM leaders and system technicians.

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- Performance – To provide investment plan to client on dilapidated, end of life equipment based of CMMS data.
- Communication Client - Stakeholders Building bespoke plans to manage key stakeholders within area of responsibility to ensure face to face conversation.
- Communication – Report writing, Route Cause analysis
- To create and build great working relations with the planning team to ensure that planned maintenance is planned and completed within the Early Grace Period and ensure that all reactive and Corrective work orders are completed on time.
- Innovation - Provide innovative ideas for managing the delivery of technical service to the customer.
- In conjunction with the EHS and Compliance teams, regularly monitor the safety performance of your team and third-party contractors identifying areas for improvement.

Quality – Identify continuous improvement efforts and enhance value across respective customer group and team leaders, sharing of best practice and efficient improvements

- Ensure on site PLC's are backed up, engage with the client of any required changes required along with ensuring the risks are outlined
- People – Carryout annual performance reviews to teams and ensure training and succession planning is aligned to the contract goals. This will include people management of performance, PIPs and disciplinary process.

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.

- Held a Hard Services Manager role with 5 years' experience in building services or similar role managing teams.
- NVQ, City & Guilds or ONC Electrical or HVAC qualification.
- IOSH Managing Safety or equivalent.
- Able to demonstrate good communication & engagement skills.
- Proactive, self-starter, energy.

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.

Job Description

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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>	