

Job Description

Job title	Extra Works Manager	Date 17/3/23
Reports to (title)	Operations Manager	
Contract/Department	Siemens Energy UK (3369)	Revision
Location	Mobile	

Job purpose

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

To deliver individual or multiple building services related to extra works within allocated budgets and defined programmes, ensuring that all aspects of CDM responsibilities are adhered to.
The role will be to lead and have overall responsibility for extra works and minor projects across Siemens Energy UK portfolio.
Ensuring safe and compliant delivery of multi trade extra works in accordance with both client and business processes.
Responsibility for the profitability of all works in line with the commercial contract and agreed margin expectations.

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.

- Working closely with both the client and customer to prepare full specifications and requirements of the works to be undertaken
- Follow the contract and EMCOR UK procurement processes and policies ensuring integration with both procurement and finance teams
- Manage quotation submission to client and gain approvals / purchase orders
- Prepare budget costs and ongoing budgetary control
- Appoint and manage consultants and other specialist contractors
- Attend regular approval meeting with Client interface
- Manage work through to effective completion and submit for invoicing
- Ensure all works are managed in accordance with EMCOR UK standard operating procedures and Health and Safety regulations. Must be willing to undertake company standard internal training workshops.
- Ensure all RAMS are suitable and sufficient whether work is subcontracted or delivered by an in-house team and are in place and adhered to, carrying out regular site inspections
- Liaise with the FM operational team regarding organising any out of hours or weekend working including the control of sub-contractors and ensuring both site security and the client are aware of any out of hours works. This work includes the inspection of permits to work issued to sub-contractors and ensure they are operated correctly.
- Manage projects from input to design specification, tender, installation to commissioning, practical completion, handover, and invoicing
- Co-ordinate the procurement and resource planning within the requirements of the contract needs
- Ensure that all EMCOR UK quality control systems and procedures are implemented and maintained
- Ensure appropriate record keeping is maintained and available for audits
- Develop and maintain good working relationships with clients, colleagues, subcontractors, and suppliers
- Manage all Health and Safety matters (CDM) in accordance with EMCOR UK procedures and current relevant legislation

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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.

No direct reports, responsible for coordination of site operational teams and management of sub-contractors

Person specification

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

- Proven and extensive experience within a similar role
- Operational and technical experience with demonstrated potential
- Technical expertise, qualifications or apprenticeship in a craft skill or engineering discipline would be an important pre-requisite of the role
- Proven experience in extra works Management
- Ability to plan and organise their work effectively to meet changing environments and needs
- Proven track record to the successful delivery of multitask building services related extra works
- Ability to liaise with and supervise contractors
- Knowledge of Health and Safety legislation and safe working practices
- Demonstrable skills in dealing and working closely with internal and external customers and suppliers on complex and interrelated issues on an ongoing basis
- Experience in large industrial sites, specifically relating to energy management and de-carbonisation works would be an advantage
- To be able to communicate at all levels, with excellent written and oral skills
- To be self-motivated and to be able to motivate others, to be reliable and to be able to act with responsibility
- IT skills required with specific reference to the Microsoft suite of packages
- Hold sufficient Health and Safety (CDM) experience that allows the effective running of extra works.
- Good understanding of budgeting, forecasting and general P&L management (with commercial / finance support)
- Proven experience in developing minor works scopes of work, estimating project costs and project management delivery.
- A solid working knowledge of structures and assets such as – Plumbing, electricals, HVAC, building fabric as well as legislation such as Building Regs,

Qualifications

- Relevant electrical qualifications and experience
- SMSTS

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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.

- UK wide travel
- Out of hours working as and when required
- Based in the north of England

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

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

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	