

# Job Description

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Job title	MCS Projects Electrical Supervisor	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

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

To ensure that the delivery of electrical aspects are delivered in an effective, efficient and professional manner to the complete satisfaction of all of our customer/s. To ensure the installations are to current regulations and to be able to work as a team member and manage the team and programme efficiently.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities, accountabilities, and deliverables for more senior roles.

To lead and develop the EMCOR UK Projects team through effective communication, training and development, ensuring that the staff members are fully competent and trained to undertake key tasks.

To support & managed with the PM the electrical installation and to ensure the SOR and associated drawings are followed.

To develop RAMS for the work to be carried out

To work with the PM to ensure all extra works are captured and to assist in the production of additional SOR's for variations as requested.

To support the safe working practices adopted by EMCOR UK are followed and that the site teams Eskills are completed.

To develop partnerships with our suppliers to achieve maximum mutual benefit and rationalise the supplier database.

To identify any shortfalls in training with the operatives and to work with the administration teams to ensure these gaps are closed.

Maintain day-to-day contact with the customer's representatives and attend

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meetings as directed by the PM.

- To become a NICEIC Electrical qualifying supervisor and to work with the Company NICEIC qualifying manager to ensure documents are completed and issued correctly.

## Resource responsibilities

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

Line Management control of Operatives and control of sub contractors that enter site. Work with the Project Manager on Financial reviews of the project. To carryout site huddles/debriefs on a daily basis and update the PM/SPM where required.

## Person specification

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

- Qualified to City & Guilds 2360 Part 1 & 2 or equivalent NVQ & C&G 2382 -10 18th Edition, minimum requirements
- C&G 2391-10 Inspection & Testing
- C&G 2391-20 Design & Verification preferred , this or an equivalent will be provided to enable the QS role to be fulfilled.
- Experience of commercial electrical installations.
- Experience of installation of LV distribution systems
- Experience of DC /UPS system is not essential but is advantageous.
- Experience of safe working practices and permit to work systems.
- Demonstrable skills in dealing and working closely with internal and external customers and suppliers on complex and interrelated issues on an ongoing basis
- Be able to communicate effectively and have flexible approach to work patterns.
- First Aid, IPAF and PASMA training will be provided if required but advantageous if already certified.
- Management of an on site team essential
- To be able to carryout daily briefings and to actively seek to ensure SOR's & drawings are followed.

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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 travel may be required.  
 Must hold a valid UK Driving Licence.  
 Some out of hours work may be required from time to time.  
 Health, Safety and Wellbeing – required to work at height & under CDM regs.  
 Required to wear corporate PPE.  
 To have a professional approach to work alongside our prestige customer/s.

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>	