

# Job Description

<b>Job title</b>	Mechanical Inspector	<b>Date</b>
<b>Reports to (title)</b>	Technical Assurance Manager	
<b>Contract/Department</b>	GSK RBI / PSSR	<b>Revision 01</b>
<b>Location</b>	Stevenage	

## Job purpose

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

To support the Technical Assurance Manager (TAM) and where practicable the site Mechanical Subject Matter Expert (SME), ensuring compliance with Client & Statutory Inspection requirements for PSSR / LOLER via the Crimson / Prime systems; Risk Based Inspection (RBI) deliverables; & Direct Third-Party Contractors (TPC's) including LMP & Zurich.

## 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.

- Work as a lead inspector on the flexible hose RBI inspections
- Responsible for replacement of RBI equipment as required (Hoses etc)
- Support the TAM with the Interpretation of RBI Assessments / Reports / Future RBI Inspection Plans Inspection Reporting
- Support Statutory Systems inspections, ensuring full compliance, relating to Pressure System Safety Regulations (PSSR) / Lifting Operations and Lifting Equipment Regulations (LOLER)/ Risk Based Inspection delivery.
- Ensuring that EMCOR<sup>UK</sup> Management are kept informed of the status and performance of equipment, this includes but not limited to:
- Arranging examinations directly with clients outlining specific requirements.
- Working on tight deadline to minimise overdue inspections and to maintain high service standards.
- Provide, build and maintain excellent client relationships and ensure that all customer service standards are met.
- Reviewing inspection data, for correct completion and data integrity.
- Reporting on status and findings of inspections
- Organizing work with TOMS's / Team Leaders / & RBI Installation Team
- Update & Review Crimson / Prime data to ensure statutory compliance.
- Proactive support TAM with engagement in Capital Projects (CP) and Site Minor Works (SMW) that add or modify elements of systems under your control.
- Provide support for all Technical Services management activities associated with Statutory and RBI Inspection Services.

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- In conjunction with Research & Development Engineering Services (RDES) Technical Managers / Engineers, set, support, and deliver Inspection engineering standards, training requirements, competency standards (Knowledge, Skills & Experience) and support competency assessment delivery, where required.
- Assistance in the preparation of specialist inspection / Non-Destructive Testing (NDT)
- 'Horizon scan' authoritative sources e.g. government publications, industry professional standards and EMCOR<sup>UK</sup> Compliance briefing document to ensure awareness of the latest statutory and regulatory standards.
- Recommend improvement opportunities and champion implementation where appropriate.
- Review of Statutory Compliance Enterprise Asset Management (EAM) Work Order Planned Maintenance (PMs) against Crimson / Prime Inspection Dates & Identification e.g. Asset, Serial Number checks etc.
- Review the use of specialised Inspection Methodologies where applicable.
- Review and Approve Work Orders/Permits to Work as required.
- Create IOR's for replacement Parts & Third-Party Services as needed.

## Resource responsibilities

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

Assist the TAM with the management of a safe delivery of subcontractors and vendors activities while on site.

## Person specification

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

### Required

- This position requires ONC / OND, NVQ Level 3 or equivalent in the relevant job specific discipline
- Proven experience within a building services environment
- Knowledge of PSSR 2000 / Confined Space and Permit to work systems.
- Strong IT skills, Microsoft Packages, EAM, PRIME & CRIMSON
- Experience of safe working practices and permit to work systems.
- Experience of successful improvement/change proposals and delivery.
- Demonstratable energy and infectious enthusiasm to get things done, building strong relationships across multiple discipline teams.
- Demonstrate empathy with customers and clients, and the ability to organise resources to satisfy clients demands.
- Work to tight timescales, under pressure.

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- Professionally curious, always looking to improve technically, with a willingness to train and update knowledge.
- Enthusiastic in their approach to succeed with a can-do attitude, can drive momentum to shape and influence others.

## Desirable

- Competence in laboratory, medical gas pipelines
- Demonstratable background in administrative support. They must be detail oriented and highly organised.
- Knowledge of Insurance inspection procedure knowledge including documentation requirements specifically for PSSR / LOLER.
- Have an in depth understanding of LTHW heating, chilled water & domestic water systems including pressure testing.
- Understanding of Inspection Software Systems and how to interpret the information.

## 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.

- The position is based at GSK R&D Stevenage and also covers Addenbrookes and Harlow with travel to these sites sometime required.
- To work reasonable overtime as and when required, provision of assistance to other sites can also be expected.
- If available, support in the event of high impact system failure / outage.
- You are required complete any reasonable request made by management.

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

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

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