

# Job Description

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Job title	Mechanical Technician	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

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

To ensure the delivery of mechanical services to the Client contract in compliance with the contract deliverables and KPIs.

## 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.

- Responsible for all site mechanical systems, ensuring they are operated, maintained, diagnosed, and repaired to the appropriate statutory, regulatory and Client standards
- Reporting any equipment or performance issues to the Engineering Manager
- Analyse the testing and inspection data, reporting your finding to Engineering Manager
- Work in conjunction with projects to control and maintain mechanical drawings, procedures and certificates as required by EMCOR and Client
- Proactive engagement in LCAM system reviews ensuring continuous improvement of systems under your control
- Data integrity in Agility / CAFM systems is reviewed and meets or exceeds statutory requirements
- Proactive engagement in capital projects and site minor works (SMW) that add or modify elements of systems under your control
- Provide specialist advice and support for all Technical Services management activities associated with all building services
- Attend the site out of hours as part of call out system, in cases of emergency when the sub-contractor, security operations or management request support
- Assistance in the preparation of specialist estimates / quotations as required
- Where applicable hold the responsibility for allocated work orders from receipt to completion
- Manage and Monitor the QFM and Building Management Systems

## 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.

- Qualified to HNC or appropriate apprenticeship level in mechanical engineering
  - Hold or be prepared to work towards achieving Pressure and Confined space AP Status and other Appointments as deemed appropriate
  - Experience of installation, testing, maintenance, and operation of mechanical systems
  - Experience of standby power systems.
  - Experience of safe working practices, permit to work systems and GxP environments
  - Demonstrable skills in dealing and working closely with internal and external customers and suppliers on complex and interrelated issues on an ongoing basis
  - Knowledge of key operational procedures e.g. time sheets, planned maintenance systems, Quality and Health & Safety
  - Experience of positively dealing with the resolution of customer problems within specific contracts
  - IOSH Working Safely
  - Willingness to train, update and improve themselves for the benefit of the contract
  - A strong Technician with gravitas and charisma to stand out amongst others and the ability to bring the best out of people
  
  - An obvious empathy with customers and clients, an ability to quickly grasp their needs and an ability to galvanise resources to satisfy clients demands
  - The energy and infectious enthusiasm to get things done
  - Work to tight timescales, under pressure, high level of written technical standards

## 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.

Line Manager <i>Signature</i>	
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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>	