

Job Description

Job title	Fire Door and Compartmentation Manager	Date March 2025
Reports to (title)	Fire & Security Director	
Contract/Department	Fire & Security	Revision 1
Location	Nationwide but operating out of Eastleigh, Surbiton or Barnsley	

Job purpose

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

Providing support for Fire Door and Compartmentation activities as a Subject Matter Expert for EMCOR UK. Engagement with Supply Chain Partners for the delivery of inspection, remedial, project and installation works. Evaluating competency of those self-delivering Fire Door Inspection services and remedial works. Adopting the role of Approved Person as part of EMCOR Fire & security's Certification under a UKAS accredited scheme.

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.

- Achieve and maintain 3rd party certification to a UKAS accredited scheme in Passive Fire Protection for EMCOR Fire & Security and participate in all compliance audits.
- Assist the Fire & Security Director in identifying a network of approved Supply Chain Partners (SCPs) to assist with Inspections, Remedial Works and Projects across the UK.
- Provide support to Account Managers and Directors across EMCOR UK for them to implement compliant fire door and compartmentation inspections.
- Validate inspection failures and engage with the SCP where required to support and assist the Account Team with the implementation of a remedial schedule of works.
- Participate in site reviews and meetings with customers and other interested parties and provide input, advice, guidance and insight.
- Utilise expertise, advise and guide, account teams, customers and relevant parties before project works are undertaken and assist with the compilation of quotations.
- Provide expertise during remedial and installation project works and then provide final review with the SCP and signoff of the works.
- Develop, implement, and maintain procedures in accordance with the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation for fire door and compartmentation compliance.
- Assist the Fire & Security Director to expand the scope of the Fire & Security division to include the delivery of Fire Door Inspections.

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- Assess the competency of individual Fire Door Inspectors across the Fire & Security division and provide ongoing audits to ensure competency is maintained.
- Oversee the maintenance and management of passive fire safety records and certification.
- Actively seek out and understand emerging fire safety legislation, building regulations and all other standards and legislation related to Passive Fire Safety and work with the business to proactively mitigate risks.
- Take on a role of subject matter expert on all matters related to Fire Doors and Fire Compartmentation and provide input and insight to EMCOR's central Compliance and Governance Teams within EMCOR.
- Provide input and advice to Projects Teams within EMCOR in matters related to Compartmentation and Fire Doors to assist them in ensuring construction project design and implementation meets relevant standards.
- Actively seek to build relationships within EMCOR, cultivating an environment of collaboration.
- Assist with the creation of quotations and tenders and provide support with business development in bid writing and technical aspects of returns.
- Assist the Fire & Security Director with all other reasonable requests and support the Fire & Security division with all operational requirements

Resource responsibilities

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

- Initially no direct reports but potentially 3 direct reports after 12 months (dependant on business growth) supporting up to 20 x Fire Door Inspectors.
- Responsible for sign off of certification on behalf of EMCOR under the 3rd Party UKAS Accreditation (B M Trada, FDIS, Firas, Bluesky or similar).
- Control of SCPs delivering Fire Door and Compartmentation services for EMCOR Fire & Security.

Person specification

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

- Strong knowledge of UK fire safety laws and regulations both historical and current
- Detailed knowledge of Building Safety regulations in particular Approved Document B.
- Demonstrable 5 years' experience in Passive Fire Protection, Inspection, Remedials and management of Projects.
- FDIS CertFDI qualified, BM Trada Lead Auditor trained or equivalent

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- Appointed as an Approved Person in previous employment would be an advantage
- Fire Safety Certification advantageous (e.g., NEBOSH Fire Safety, CFPA Europe Diploma, Fire Risk Assessment Qualification).
- Membership of a fire safety professional body advantageous (e.g., IFSM, IFE).
- Excellent communication and reporting skills.
- Ability to work with customers, regulatory bodies and Fire Engineering consultants.
- Good attention to detail, organisational and problem-solving skills.

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.

- Ability and willingness to travel and stay away occasionally throughout England, Wales and Scotland.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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