

<b>Job title</b>	Project Manager (Small Works & Projects)	<b>Date 20<sup>th</sup> March 2026</b>
<b>Reports to (title)</b>	Senior Project Manager (North)	
<b>Contract/Department</b>		<b>Revision 001</b>
<b>Location</b>	North England	

## Job purpose

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

Responsibility for the safe and effective delivery of a portfolio of small works, minor projects and capital works, ensuring outputs are delivered on time, within budget and to agreed quality standards.

The role will balance structured project delivery with the responsive and operational demands of small works, ensuring consistent governance, commercial control and compliance across all workstreams.

## 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.

- Lead the delivery of a portfolio of small works and projects, ensuring safe, compliant and efficient execution across varying scales, from reactive works through to structured capital delivery.
- Manage the full lifecycle of works, including scoping, pricing, planning, procurement, delivery and handover, applying appropriate levels of governance relative to value, risk and complexity.
- Oversee the commercial performance of all works, including quotation development, cost control, change management and financial reporting, ensuring margin protection and value optimisation.
- Develop and maintain delivery plans across both high-volume small works and structured projects, balancing programme requirements with operational constraints.
- Procure, appoint and manage supply chain partners, ensuring capability, compliance and performance align with EMCOR standards and client expectations.
- Act as the primary interface with the Client and stakeholders, providing clear communication, managing expectations and responding proactively to emerging requirements and risks.

# Job Description

- Ensure all works are delivered in line with CDM, Health & Safety legislation, permit systems and operational site requirements, maintaining a strong focus on safety and compliance.
- Review and approve RAMS and delivery documentation, ensuring works are planned and executed safely whether delivered internally or through the supply chain.
- Coordinate closely with operational teams and administrators to enable effective delivery, including access planning, out-of-hours working and stakeholder coordination
- Maintain accurate and auditable project records, supporting governance, reporting and continuous improvement.
- Contribute to the ongoing development of small works and project delivery processes, improving consistency, efficiency and client outcomes.

## 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 responsibility for project team members, including Project Coordinators and Administrators supporting small works and project delivery.
- Functional responsibility for the coordination of small works delivery teams, engineers and supply chain partners.
- Accountability for managing a portfolio of works, including:
  - High-volume small works
  - Minor and capital projects
  - Associated financial control and reporting

## Person specification

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

- Demonstrable experience managing both projects and small works within an FM, M&E, construction or engineering environment.
- Proven ability to manage multiple concurrent workstreams, balancing planned project delivery with reactive and short-duration works.
- Strong understanding of CDM, H&S legislation, permit systems and working in live operational environments.
- Experience of managing financial performance, including cost control, forecasting and reporting.

# Job Description

- Experience of supply chain management across varying scales of work, from minor works to complex projects.
- Strong stakeholder management skills, with experience working closely with clients, operational teams and contractors.

## 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 will be required.
- Must hold a valid UK Driving Licence.
- Required to wear corporate PPE.
- To have a professional approach to work alongside our prestige customer/s.

<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>	