

Job Description

Job title	Fire Alarm Small Works Engineer	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To carry out Installation works on both new and existing fire detection and alarm systems

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.

- Leading small works installation duties as part of a team, from survey to completion of small works tasks
- Supervision of Installation activity including both client and EMCOR specific requirements
- Installation of fire detection and alarm systems in accordance with BS5839pt1 2013 and BRE /LPS1014 installation rules.
- To undertake all duties and responsibilities, including relevant training and medicals, as deemed necessary for working in radiological and explosive controlled areas.
- Responsible for Van stock is kept at an agreed level to allow works to be completed.
- Complete all Installation / Modification paperwork and check colleagues paperwork for submission
- Complete any compliance paperwork associated with contract requirements (WAF's, RAMS)
- Contact necessary parties to plan work – FM /DFM /WCC
- Complete timesheets weekly.
- Comply with policies relating to Health, Safety, Security, Environment and Technical Compliance issues that affect the customer and employees.
- Ensure all relevant engineering practices are adhered to.
- Maintain company issued equipment in good order.
- Ensure good timekeeping and housekeeping.
- Carry out all duties in accordance with the Company Safety Manual.
- Advise manager(s) on the progress of works as requested.
- Develop and maintain effective Client relationship and assist in gaining future work for the Company.
- Control and manage tools and plant on site to ensure that resources are in accordance with the job.
- To participate & comply with material ordering and procurement procedures.
- Provide weekly progress reports to Line Manager, as and when required.
- Monitor quality and quantity of work to ensure progress.
- Attend and or deliver toolbox talks when required.
- Attend and prepare for meetings when required.
- Return necessary paperwork to Administration team or Manager as required.
- Work in a cost effective and efficient manner, ensuring that all systems worked upon are operational.

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- Wear company issued clothing at all times.
- Attend training courses that EMCOR deem necessary.
- To support the service team as and when required, to carry out Service & Maintenance of Fire detection and extinguishing systems in accordance with relevant standards and company guidelines.
- Carry out any other reasonable task as requested by Management.

Resource responsibilities

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

Person specification

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

- City and Guilds 236 pts 1&2 electrical installation or equivalent.
- Proven ability to install containment and cabling specifically related to fire detection and alarm systems.
- Proven experience on working in industrial environments.
- Proven ability in installing complex networked addressable fire detection and alarm systems
- Proven experience in the supervising engineering activity.
- 17th Edition Electrical qualification.
- Proven knowledge on relevant Fire standards BS 5839 Pt 1 – 2013, BS 6266 Pt 1 – 2013, BS 7273 Standards.
- Trained to FIA standards Units 1 (Fire Detection Design), Unit 4 (Installation and Testing)

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.

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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>	