

# Job Description

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Job title	Fire Extinguisher Engineer	Date Feb 2024
Reports to (title)	Mr Michael Bates	
Contract/Department	3441 – F&S North	Revision
Location	UK	

## Job purpose

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

Primarily servicing, maintaining, replacing, and installing new fire extinguishers. Secondary to this to support colleagues within the department in the servicing of Fire Alarms and Security Systems, and the role may expand into the provision of services in other fire safety disciplines.

No previous experience is necessary as full training will be provided, giving you a qualification in Servicing & Maintenance of Portable Fire Extinguishers. Additional training will be provided in other disciplines as required – all fully funded.

## 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.

Carry out maintenance, repairs and replacements of fire extinguishers to the relevant standards following fully funded training course.

Complete paperwork for maintenance and remedials on time and submit to the helpdesk for closure.

Follow schedule and document access issues or stoppages.

Manage stock levels, request replacement stock in good time to ensure there is no disruption in service delivery.

Gather asset data in a coherent manner when required.

Be willing to engage in further development programs to deliver additional fire safety services.

Put safety first at all times, carrying out risk assessments when required.

## Resource responsibilities

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

Engage with systems for receiving and closing out works.

Maintain and support company branding, plant and equipment.

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## Person specification

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

Adept at working with tools and equipment and able to lift and carry objects up to 25kg unassisted.

Good time management skills - to ensure work is completed to the scheduled timescales.

Good writing skills - to complete maintenance documentation, timesheets and reports accurately and clearly.

Good customer focus and effective interpersonal skills.

Attention to detail, identify if the customer requires additional products and services to enhance their fire safety.

Have a full UK Driving Licence and the ability and experience of driving in congested areas (such a London).

Able to work independently or part of a team and should be flexible and willing to ensure customer satisfaction, that could include overtime working, and staying away when required.

Must be amiable and be able to work directly with clients and suppliers.

Must be positive and willing to work in a dynamic team and support its ethics and drive for excellence on a technical and compliance basis

## 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.

Maybe required to works short periods away working directly with clients to develop business and the EMCOR brand.

Must be self-driven and eager for personal development in technical aspects of the works

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

Job Holder <i>Signature</i>	
Print Name	

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