

# Job Description

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Job title	M&E Supervisor	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

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

To provide technical support on Electrical & Mechanical Services to buildings and plant planned maintenance and reactive repair service to the site. To ensure that new and innovative techniques are developed and implemented to the highest standards in order to ensure maximum operational efficiency. To support the Site Safety, Health and Environment teams and activities.

## 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.

- To lead and develop the EMCOR Electrical and Mechanical Maintenance team through effective communication, training and development, ensuring that the staff members are fully competent and trained to undertake key tasks.
- To support and develop a managed and cost effective maintenance programme for the site services buildings, plant, systems and equipment.
- Evaluate customer requirements and produce proposals including cost and timescales. Monitor the progress of the planned maintenance and remedial works to agree costs and time and ensuring all works are completed to the satisfaction of the customer and regulatory authorities.
- To ensure continuity of essential site systems and equipment.
- To provide an engineering service to design, plan and project manage minor site refurbishment and equipment installations.
- To support and manage the promotion and improvements to the teams Safety, Health and Environment and risk management processes and in conjunction with the site HSE&Q team, regularly monitor the safety performance of all service aspects. Identify areas for improvement.
- To support the Services Manager - Assets in managing the departmental human resources and operating budget and ensure that all financial management, forecasting and reporting requirements are fully met.
- To develop partnerships with our suppliers to achieve maximum mutual benefit and rationalise the supplier database.
- Identify, develop, implement and review service level agreements and key performance indicators to ensure continued provision of high quality service and ensure customer satisfaction is maintained at a high level.
- Develop the existing M&E business unit to ensure growth and stability linked to Service Level Agreements and Key Performance Indicators.
- Identify training and development needs, including the creation of a performance system, which assesses the competencies of employees and others.
- Contribute to an effective “change management” programme for key business elements e.g. services offered, products supplied, existing systems and processes etc.

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- Maintain day-to-day contact with the customer's representatives and attend meetings as directed.

## 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.

- The ability to establish, implement and monitor high standards of excellence in areas of quality, safety and operational performance.
- To have a minimum engineering qualification of NVQ level 4 or equivalent.
- Good, all round knowledge of Maintenance Management disciplines i.e. Electrical and Mechanical Engineering.
- Have experience in a Supervisory environment with Engineering as a component responsibility.
- Be commercially aware and have a sound knowledge of budget preparation, negotiation and management.
- Have good people management, leadership, decision-making and communications skills.
- Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels.

## 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>	