

Job Description

Job title	Project Manager	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To deliver individual or multiple building services related to minor new works within allocated budgets and defined programmes.

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.

- Prepare specifications briefs in consultation with staff
- Tender works in line with our Procurement Policy
- Manage quotation submission to client and gain approvals / purchase orders
- Prepare budget costs and ongoing budgetary control
- Appoint and manage consultants and other specialist contractors
- Attend regular approval meeting with Client interface
- Manage work through to effective completion and submit for invoicing
- Ensure all works are managed in accordance with EMCOR standard operating procedures and Health and Safety regulations
- Must be willing to undertake company standard internal training workshops.
- Respond to requests made by the Client
- Ensure all RAMS are suitable and sufficient whether work is subcontracted or delivered by an in house team and are in place and adhered to
- Liaise with the support administrators regarding organising any out of hours or weekend working including the control of sub contractors and ensuring both site security and the client are aware of any out of hours works. This work includes the inspection of permits to work issued to sub contractors and ensure they are operated correctly.
- Follow the contract and EMCOR procurement policies
- Manage projects from input to design specification, tender, installation to commissioning, practical completion, handover and invoicing
- Co-ordinate the procurement and resource planning within the requirements of the contract needs
- Ensure that all EMCOR quality control systems and procedures are implemented and maintained
- Ensure appropriate record keeping in maintained and available for Client audits
- Develop and maintain good working relationships with clients, colleagues, subcontractors and suppliers
- Manage all Health and Safety matters (CDM) in accordance with EMCOR procedures and current relevant legislation

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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.

- Proven and extensive experience within a similar role
- Operational and technical experience with demonstrated potential
- Technical expertise, qualifications or apprenticeship in a craft skill or engineering discipline would be an important pre-requisite of the role
- Proven experience in Project Management
- Ability to plan and organise their work effectively to meet changing environments and needs
- Proven track record to the successful delivery of multi task building services related projects
- Ability to liaise with and supervise contractors
- Knowledge of Health and Safety legislation and safe working practices
- Demonstrable skills in dealing and working closely with internal and external customers and suppliers on complex and interrelated issues on an ongoing basis
- Experience in pharmaceutical, healthcare or processing industry and working within a GMP environment would be an advantage
- To be able to communicate at all levels, with excellent written and oral skills
- To be self motivated and to be able to motivate others, to be reliable and to be able to act with responsibility
- IT skills required with specific reference to the Microsoft suite of packages
- Hold sufficient Health and Safety (CDM) experience that allows the effective running of projects.

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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>	