

Job Description

Job title	Electrical Qualifying Supervisor	Date January 2025
Reports to (title)	Technical Manager	
Contract/Department		Revision
Location		

Job purpose

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

Job Purpose

To support the account requirements for electrical compliance for regulatory conformity and workmanship standards during the project execution, and the project completion stages.

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.

Duties/responsibilities/accountabilities/deliverables

- Ensuring accurate collation and compilation of project completions documentation to support the internal operational teams.
- Ensuring client requirements & objectives are met whilst adhering to current regulatory and good practice standards.
- Representing the client's & EMCORS interests
- At times provide technical solutions as and when required and provide technical guidance on project deliverables to project teams when required.
- Produce/assist in the development of the processes relating to accurate compilation of electrical completion certification.
- On "live" projects, undertake audits with the operational team's onsite reviews to ensure quality of workmanship and regulatory standards and adherence to design criteria is met.
- Support the continued growth of EMCOR UK's incumbent Technical & Design team through collaboration and innovative solutions.
- Support the account Technical Manager and other account NICEIC QS's with annual assessments and compilation of assessment supporting documentation.
- Detailed knowledge and understanding of LV distribution and switching configurations including safety factor procedures is beneficial.
- Assume role of LV "appointed person" for the account as to adhere to company requirements and standard operating procedures.

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- Support the operational teams with such matters of ensuring equipment and tooling to our operational teams is maintained, in accordance with legislation and calibration periods are adhered to.
- Outsourcing of activities where required to specialists, suppliers and sub-contractors.
- Assist in the development and production of switching plans and method statements under the role of an AP to support client site project activities.

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.

Qualifications and Experience:

- Organisational skills
- Experience in CDM Projects in construction and building services
- Experience of requirements of "Appointed Persons" role (preferred but not essential).
- BS7671 18th Edition Wiring regulations
- City & Guilds 2391 Electrical Test and Inspection
- City & Guilds 236 Pt 1 & 2 Electrical Installation Works
- Well-developed interpersonal skills
- Communication skills
- Driving License Essential
- First Aid Training (not essential)
- CSCS card holder
- Highly experienced in all sectors of the electrical industry and the associated legislation to those sectors.

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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.

The role will require UK wide travel from time to time.

Line Manager Signature	
Print Name	Technical Manager
Date	

Job Holder Signature	
Print Name	
Date	

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