

Job Description

Job title	Technical Supervisor	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

The successful candidate will be responsible for all hard service, fabric and portorage delivery, ensuring the required contractual standards are achieved according to the contract service Level agreements (including the management and supervision of all work carried out by subcontractors).

Deputise for the Facilities Manager in their absence, assisting in the co-ordination of all service Delivery across the site (including the management of the soft services to ensure the required standards are met and achieved according to the contract service level agreements). Support the teams across the contract as required.

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.

Ensure all reactive and planned maintenance tasks are conducted according to the requisite standards across the site and are completed in line with the contract service level agreements.

Ensure the PPE mandate is adhered to by the whole team (including subcontractors).

Provide technical support to the site team as required. Ensure full compliance with all EMCOR policies and procedures at all times.

Undertake the daily planning of the teams work schedule to ensure full compliance is achieved and maintained.

Oversee the execution of reactive works and prioritise accordingly to ensure full compliance is achieved and maintained.

Organise the completion of preventative maintenance works for the site according to contractual requirements

Deputise for and provide assistance to the site FM.

Oversee the compliant completion of tasks for soft services as and when required.

Manage sub-contractors effectively to ensure all procedures are adhered to and work is carried out in a safe and compliant manner.

Provide management and leadership support for the site team, including appraisals, training and development.

Prepare variable work documentation, including obtaining subcontractor and material quotations and calculating labour requirements and cost.

Assist in ensuring the overall compliance of the site, including preparation and participation in technical and quality audits and completion of any corrective actions according to timescales set.

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Conduct regular audits of all procedures (COSHH, ladder logs, PPE inspections, toolbox talks).

Assist in the management and supervision of project work as required.

Monitor energy consumption cross the site and act on anomalies to maximise efficiencies. Report on anomalies as required.

Provide innovative methods of improving energy consumption across the site.

Develop client relationships across the account and ensure client satisfaction at all times.

Provide cover for other sites across the account as required.

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.

Demonstrable evidence of technical qualifications, completion of a technical apprenticeship very advantageous.

Good IT skills including Word, Excel and Power Point.

A good level of interpersonal and customer relationship skills.

Strong organisation, prioritisation and communication skills. Ability to work to time constraints and prioritise tasks according to the needs of the business.

Good leadership, motivational and communication skills are required.

Innovative and focused on continuous improvement

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>	