

# Job Description

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Job title	Maintenance Engineer	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

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

To support the account in the completion of a wide range of planned maintenance activities. Responsible for assisting or carrying out technical routine maintenance and/or minor repairs in a range of disciplines, including but not limited to electrical, mechanical, buildings and civils, Legionella control and escorting.

To assist the Project Manager in the delivery and completion of project works

To provide a proactive maintenance service to EMCOR and the client.

## 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.

Support the Works Supervisor/Manager in the completion of a wide range of planned and reactive maintenance activities in accordance with site and company rules, procedures and Safe Systems of Work. These activities include but are not limited to the following:

Support the Planned maintenance team in the completion of a wide range of planned maintenance activities in accordance with site and company rules, procedures and Safe Systems of Work.

These activities include but are not limited to the following:

### **Legionella Control**

- Carry out routine checks and temperature monitoring of water systems (where applicable)
- Record readings and produce defect reports on the results

### **Electrical**

- Making safe and isolating

### **Mechanical**

- Perform round routes, filter changes and greasing/oiling of plant and equipment

### **Condition Based Monitoring**

- Perform activities using different technologies (including but not limited to thermo-graphic camera

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and vibration analysis equipment) and collection of data for analysis, where applicable

## **Escorting**

- Escorting of sub-contractors/ personnel who require escorting in order to complete their activities

## **Record keeping**

- Complete and maintain records and paperwork in support of the above activities.
- Ensure that all work is completed in a safe manner, in accordance with Safe Operating Procedures or Safe Systems, that good housekeeping and working practices are employed and that you represent EMCOR in a professional manner at all times
- To assist with ensuring all statutory tasks are completed and documentation is kept on file

## **Project Works/ Extra Works/Requests for Service**

- Escorting, supervising, and delivery of project works under the supervision of the on-site project manager

## **On-Call**

- Providing 'out of hour' on call support, minimum 1 week in every four ensuring a 1 hour response KPI is met. Van provided when on call.

## **Snow and Ice**

- Provide support during the snow and ice period, 1<sup>st</sup> Oct – 31<sup>st</sup> March, with out of hour gritting and snow removal 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.

## **Person specification**

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

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Whilst specific qualifications are not required for this position, an understanding of the facilities services industry would be advantageous and a basic appreciation of building services is essential.

- Technical expertise, qualifications or apprenticeship in a craft skill or engineering discipline (Desired)
- Knowledge of key operational procedures e.g. time sheets, planned maintenance systems, Quality and Health & Safety.
- Experience of positively dealing with the resolution of customer problems within specific contracts.
- Project management and delivery
- Smart, presentable appearance
- Personable and approachable
- Good communication skills
- Literate and numerate
- Flexible and adaptable
- A team player with the ability to work from their own initiative
- Excellent organisation and influencing skill
- Ability to multi task and prioritise
- Must be able to work on own initiative

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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>	