

Job Description

Job title	Facilities Team Leader	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To organize, direct and follow up the work within the purview of the designated department, to ensure smooth operation of all related buildings, assets, and projects with the most effective, efficient, minimum time and professional manner to the complete satisfaction of all direct and indirect clients. Full management of the Stores, Electrical Testing and Porterage duties, ensuring all Reactive and Planned Maintenance duties are carried out to the client's specifications with minimal disruption and maximum compliance to Health and Safety regulations.

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.

- Organise, coordinate, control and follow up the day to day operations of the team under instruction from the Operations Manager to optimize efficiently.
- The responsibility for follow up all work orders from commencement to completion including monitoring and reporting on overall progress and completion.
- Provide the details and justifications of resources such as materials, tools, equipment and manpower required for the execution of works and projects and arrange to report any shortage in these resources.
- Ensure correct estimate of works to be executed for variable and third party jobs to eliminate any chance of losses.
- Coordinate to prepare the estimates and submit the required quotations.
- To monitor the ability and attitude of each team member.
- To execute the assignments given by the Operations Manager.
- Report to the Operations Manager any difficulty to execute scheduled works.
- Assisting the supervisor and Operations Manager in the site visits to ensure perfect supervision of both in house teams and subcontractor works and provides the instructions as per site requirements.
- Communicate with the client about the satisfaction of the job, if required.
- Liaise with helpdesk for pending materials and purchasing orders.
- Follow up updating the work orders and close upon completion and ensure booking the labour hours on daily basis and ensure to be matching with logged hours.
- Arrange for random site checking to ensure the work completion is satisfactory and ensure that technical staff are attaining signature and approval of the client or end user on the work order form.
- Check the specifications of the material for proper usage of the suitable material for each job.
- Coordinate with other EMCOR departments to attend the complaints and works of multi trades completely and satisfactorily.
- Attend shift working when required.
- Attend the training programs prescribed by EMCOR and client.
- Perform the clerical duties as required by the job.

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- Keep developing of relationships with all clients and potential new customers.

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.

- Experience in a maintenance environment of which must be able to demonstrate experience in supervisory position.
- Previous experience or knowledge of store rooms and portorage duties.
- Hold a valid driving license.
- Good experience in quantity surveying, estimations and quotations.
- Hold a valid SIA license.
- Have good team building skills, leadership, management abilities and possess good communication skills.
- A good level of computer literacy in the more common applications.
- Good knowledge of other trades works.
- Health and safety training.
- Smart and presentable.
- Good communication skills and effective customer service approach.
- Good written and oral command of the English language.

Other factors relevant to the job

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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>	