

Job Description

Job title	Projects / MCS Building Supervisor	Date
Reports to (title)		
Contract/Department		Revision
Location		Technical Operations & Support Job Grade B

Job purpose

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

To ensure that the delivery of building aspects are delivered in an effective, efficient and professional manner to the complete satisfaction of all of our customer/s. To ensure the installations are to current regulations and to be able to work as a team member.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities, accountabilities and deliverables for the role.

- To be able to manage the work on various building elements and to ensure the operatives install to a high standard.
- To be able to work under their own direction and to follow the SOR issued.
- To be able direct both EMCOR UK and sub contract labour to carry out plasterboarding, partitioning, painting, installation of dust containment screens, minor carpentry etc. to a competent standard.
- Conform to safety rules and apply good engineering and safety practices.
- To be comfortable to work with and as per construction drawings.
- Must be willing to undertake company standard internal training workshops and complete all mandatory training.
- To provide information on progress of the project as per Project Programme & to follow RAMS.
- Adherence to all current company procedures.

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- To work as a team member and to assist in developing relationships with all customers and potential new customers.
- Ensuring continuous improvement and drive for value for money.
- Willing to work in secure and sensitive environments.
- If a van is issued, to always keep this clean and tidy and store materials in a safe way.
- To keep administration teams updated on any change of orders when collecting materials from wholesalers.
- To ensure they always follow CDM Health and Safety requirements.
- To ensure they are able to stop and highlight potential H & S breaches if present.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

To be able to direct work colleagues where necessary depending on experience to deliver specific works safely and on time.

Following the specific SOR'S issued and drawings.

To have the ability to assist the PM to oversee Sub Contractors when they attend site to ensure safe working and to protect both them and EMCOR UK operatives from bad working practices.

Person specification

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

- To be able to demonstrate they have the skills, knowledge, ability in various fields of builders work to carryout the works in the MCS environment.
- Preferably to hold SMSTS,SSSTS or IOSH
- To be able to produce, review and develop RAMS for all building works.

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- To be comfortable with IT.
- Experience of project installation install works.
- Experience of 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
- Be able to communicate effectively and have flexible approach to work patterns.
- First Aid, IPAF and PASMA training will be provided if required but advantageous if already certified.

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.

UK travel may be required.
 Must hold a valid UK Driving Licence.
 Health, Safety and Wellbeing – required to work at height & under CDM regs.
 Required to wear corporate PPE.
 To have a professional approach to work alongside our prestige customer/s.

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	

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