

# Job Description

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Job title	Asset Manager	Date
Reports to (title)	Head of Operational Asset Management	
Contract/Department	Operational Asset Management	Revision
Location	Flexible	

## Job purpose

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

To support the Head of Operational Asset Management in the development and delivery of long-term central and client asset management strategies, providing direction, guidance and support to the various embedded account asset management teams.

The role is pivotal in supporting the implementation and maintenance of new standards and systems to EMCOR UK in line with the organisational strategy. This will include capturing and disseminating best practice, undertaking audits and assessments, taking ownership and accountability for asset related mobilisation activity and improvement measures on existing accounts.

The role will also ensure industry leading processes and strategies are deployed and developed to ensure consistent performance and quality standards for planned and reactive works in consultation with customers that can be utilised in asset management programs across EMCOR Clients.

The Asset Manager will monitoring compliance, benchmark asset data and performance across a diverse range of asset portfolios and contracts.

## 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.

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- To optimise the operating efficiency of assets and systems across EMCOR's account portfolio in line with ISO55001 best practices.
- To lead asset surveying and CAFM data upload projects to include the mobilisation and transition of new contracts.
- To audit EMCOR UKs accounts asset maintenance and asset management activities.
- To lead the deployment of the EMCOR UK Asset Management systems to existing contracts.
- To assist with the implementation of asset management processes and procedures.
- To lead and drive new operating initiatives and opportunities across EMCOR UK and effectively implement any changes to the business.
- To lead the application of risk-based maintenance methodologies and support each Account Team with knowledge, training and appropriate tools.
- To drive continuous improvement in asset data quality in line with the EMCOR UK Asset Data Standard.
- To use data analysis techniques to highlight and inform site-based Asset / Contract managers of asset performance and data quality exceptions.
- To encourage the creation of a constructive culture, working collaboratively with engineering operations management, frontline staff and stakeholders to implement the asset management transformation programmes.
- To monitor the use of planning and asset reporting strategies, using computerised asset management system including evaluation and developing sustainable solutions for underperforming assets.
- To maintain positive relationships with both Operational and IT teams to effect change to support future customer needs.
- To consult with IT to identify / develop new tools and techniques for delivering asset management and reporting into the business.

## Resource responsibilities

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

The Asset Manager will not have any direct reports or financial responsibility.

There will be a requirement to project manage mobilisations and implementation programs and limited accountability for associated delegated budgets.

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There will also be a requirement to manage supply chain partners.

Must be willing to travel nationwide.

## Person specification

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

### Essential

- Demonstrable experience in asset management, asset surveying, lifecycle management, customer service and change management.
- Demonstrable experience in CMMS / CAFM systems.
- Experience of best practice standards including SFG20, BSRIA Business-Focused Maintenance and ISO 55001.
- Extensive experience in Facilities Management operations.
- Institute of Asset Management Certificate and or Diploma.
- Knowledge of current statutory legislation related to planned maintenance.
- Knowledge of current statutory legislation relating to safe working practices.
- Educated to at least HNC / HND standard (or equivalent) in a relevant hard services discipline.
- Knowledge of MS Office 365 applications

### Desirable

- Degree educated
- Understanding of data analysis techniques.
- Experience in IOT and alternative maintenance techniques such as condition-based maintenance.
- Professional membership of one or more of the following: IAM, IET, CIBSE, BIFM, IFMA, RICS or other. If membership isn't held must be willing to become a member.
- Understanding of the principles of Building Information Modelling (BIM)

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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 location is flexible but will be required to support UK wide contracts and accounts. There will be a requirement for some UK wide travel which is likely to form around 60% of the role, although this may flex dependent on current mobilisations and projects.

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>	