

Job Description

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

Job purpose

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

To supervise on a day to day basis the effective and efficient running of the onsite hard services function's which comprises of Electrical, Mechanical and Building fabric disciplines. To effectively supervise all staff with their daily PPM work schedules and any known reactive tasks planned from start to finish. Coordinate and control all documents and reports associated with these works and carry out audit checks as required by the Client to meet cGMP standards. Manage staff ongoing training requirements and liaise closely with the HVAC, Porterage and Soft Services teams to ensure good stakeholder liaison is managed effectively at all times.

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.

To lead by example at all times.

To ensure that all subcontractor visits are suitably planned and executed.

Liaise and co-ordinate with the Hard Services Manager with regards the monthly PPM workload for the maintenance teams, producing a monthly planning schedule.

To liaise with the helpdesk to ensure that SLA failures are abated and that shortfalls in resources are identified early on.

To positively challenge current working practices where appropriate to do so. And drive through operational efficiencies.

Plan weekly workload for the onsite maintenance team in conjunction with the Hard Services Manager.

To increase productivity from all subordinate teams.

Monitor technicians work auditing as required to meet GMP standards.

Ensure all relevant paperwork and documentation complies with the Client Standard Operating Procedures.

Ensure the whole team are qualified and have the necessary training requirements to carry out their individuals roles.

Ensure training plan is constantly reviewed and kept up to date at all times.

Manage all aspects of Health and Safety in accordance with legislation and EMCOR standards.

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Fully responsible to ensure the specialist equipment used on site is fully maintained and calibrated correctly at all times.

Liaise with contract team on PPM schedules and task's emanating from the in-house Maximo system and ensure all PPM's are returned completed to Maximo office.

Ensure that Agility Work Orders are continuously updated, to ensure accuracy of real time MI.

Ensure that all sub-contractors are working under correctly issued permits, and that permits checks are carried out.

Attend client/supplier meetings as required on behalf of the Hard Services Manager.

Liaise with the individual production managers by site to confirm time and date tasks can be undertaken.

Support the projects team on an ad hoc basis.

Produce suite of operational reports as required by the client/EMCOR.

To deputise in the absence of the Hard services Manager

Manage and liaise with all sub contractor's that attend site ensuring all documentation has been completed correctly before work can commence - Risk Assessments/Method statements/Work Permits etc.

Plan any out of hours works to be carried out and obtain any overtime authority.

Liaise with client on production shutdowns as part of the working schedule.

Ensure any materials and supplies required for the effective maintenance of the site are ordered and either on site or deliverable on time as required.

Support the Hard Services Manager in preparing and controlling departmental budgets and life cycle information to produce annual budgets and forecasts.

Assist in preparing business case for future capital expenditure projects.

Review asset register and maintenance records in determining life cycle of equipment.

Manage the team against agreed SLA's and KPI's as agreed in the EMCOR/client contract.

Liaise with Health and Safety Manager on site to ensure all EMCOR health and safety processes and procedures are adhered to at all times.

Manage Toolbox talks as required.

Deliver continuous improvement by employing best practice and innovative solutions.

Resource responsibilities

Job Description

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 within a similar role.

Diploma Certificate or equivalent technical qualifications.

BIFM, CIBSE qualified.

Knowledge of BMS, PCS systems and their implementation as well as the testing equipment use in clean room maintenance.

Must have a thorough understanding and working knowledge of M&E plant within the pharmaceutical environment

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.

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

Job Description

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>	