

Job Description

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

Job purpose

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

Control of the core service provision to the Client.

To supervise the operation and organisation of the multi -skilled engineering team based on site.

To ensure that equipment is maintained to suit its intended purpose. There will be a requirement to gain approval as an Approved Person Pressure System and partake in other relevant Approved Person duties.

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.

- Co-ordinate the Multi- Skilled Engineers with their daily duties
- Attend regular daily scheduled reporting meetings with the managing Area Engineering Manager and other engineering supervisors
- In conjunction with the Area Engineering Manager be responsible for the operation and organisation of the Multi-Skilled Engineering Team
- Attend weekly scheduled reporting meetings with the Area Engineering Manager and Client.
- Daily liaison with the Multi-Skilled Engineering Team to ensure manpower is fully utilised and correct skill sets are available during core hours or when required.
- Daily liaison with the Business Support Team to ensure electro-mechanical reactive and planned work orders are completed and returned within specified SLA's and KPI's.
- In conjunction with the Area Engineering Manager arrange a 3 monthly audit of all hand/power tools, ladders, safety equipment and test equipment. Ensure tools are fit for purpose, power tools and test equipment are in date for testing and all calibration certificates are up to date and accessible. Additionally, 3 monthly inspections of all P.P.E are completed on time as well as PPE assessment forms.
- In conjunction with the Area Engineering Manager maintain the training matrix to ensure all staff are fully qualified for their respective tasks.
- Able to demonstrate a proven track record with a minimum of 5 years (post apprenticeship) experience of planned maintenance in a highly regulated environment.
- Ensuring all Planned Preventative Maintenance is completed to schedule
- Conducts preventative maintenance on machines and equipment by checking for smooth operation of the same and replacing worn and defective parts
- Rectification of defects, ensuring all performance standards are met in accordance with the contract
- Monthly site health and safety audits are to be completed within timescales and in addition weekly toolbox talks are to be conducted and registered
- Multi-Skilled background with a good understanding of steam generation and HVAC systems

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- Respond to requests made via the Help Desk
- Liaise with the Business Support Team regarding organising any out of hours or weekend working including the control of sub-contractors and ensuring both site security and the client are aware of any out of hours' work. This includes the inspections of permits to work issued to sub-contractors and ensure they are operated correctly

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.

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.

- To uphold EMCOR values and behaviours
- Proven and extensive experience within a similar supervisory role
- Time served apprenticeship or qualification to ONC Level or equivalent in either refrigeration, electrical or mechanical discipline
- A minimum of four years' substantial operational and technical experience with demonstrated potential

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- Technical expertise, qualifications or apprenticeship in a craft skill or engineering discipline would be an important pre-requisite of the role
- To have a working knowledge of the current HVCA Code of Practice and installation
- Ability to liaise and supervise contractors
- To be conversant with general Health, Safety and Environmental legislation and in particular the PUWER regulations and risk assessments
- 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
- Demonstrated "hands-on" technical expertise in a number of key operational areas
- Demonstrable skills in dealing and working closely with internal and external customers and suppliers on complex and interrelated issues on an on-going basis
- Be able to communicate effectively and have a flexible approach to work patterns

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

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

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	