

Job Description

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| Job title | M&E Engineer | Date |
| Reports to (title) | | |
| Contract/Department | | Revision |
| Location | | |

Job purpose

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

Responsible for Electrical, Mechanical and Building maintenance services.

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.

- Ensuring all Planned Preventative Maintenance is completed to schedule
- Rectification of defects, ensuring all performance standards are met in accordance with the contract
- Carry out routine maintenance work associated with all electrical and mechanical systems
- Supervise specialist contractors and ensure all certification / documentation is filed accordingly
- Monitor and log Lighting levels, temperatures, throughout and ensure the availability criteria is met in accordance with the contract
- Ensure full compliance of the companies Safety Rules
- Support the Account Manager in all aspects of Compliance
- Respond to requests made via the "Help Desk"
- Maintain the C.O.S.H.H. register and maintain the storage of materials.
- Carry out task related "Risk Assessments" and maintain the records
- Direct all non-compliance issues to the Account Manager.
- Ensure compliance with Environmental and Health & Safety standards
- Control of good housekeeping and good working practices
- Comply with all company procedures

Resource responsibilities

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

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Person specification

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

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| <ul style="list-style-type: none">• City and Guilds Mechanical / Electrical Engineering qualification• Proven experience of M & E maintenance• Preparation and operation of planned maintenance• Ability to liaise and supervise contractors• Knowledge of Health and Safety legislation and safe working practices• Be part of a "Call Out" rota arrangement• Assist with the upkeep of plant maintenance records• Assist with the completion of Work Control Permits for sub-contractors• Assist with the implementation and application of safe working systems. |
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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.

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

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| Job Holder <i>Signature</i> | |
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Job Description

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|------------|--|
| Print Name | |
| Date | |

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