

Job Description

Job title	Sub Contract Supervisor	Date 25 th January 2022
Reports to (title)		
Contract/Department	AWE	Revision
Location		

Job purpose

Duties/responsibilities/accountabilities/deliverables

- Deliver maintenance activities through effective organisation, planning and communication, agreeing what resources will be required and ensuring that the staff members are fully competent and trained to undertake tasks in a safe and timely fashion and in line with Service Level Agreements and Key Performance Indicators.
- Supervise, co-ordinate and/or manage Specialist Sub-contractors as required.
- Monitor the progress of maintenance tasks ensuring works are completed according to your agreed plan of work and to the satisfaction of the customer and regulatory authorities.
- In conjunction with the HSE&Q team, regularly monitor the safety performance of all service aspects, identifying areas for improvement.
- Ensure that all Safe Systems of Work and Risk Assessments have been prepared, that they comply with current legislation and EMCOR and client company safety documentation and submitted for approval. Liaise with the client's facilities and engineering team to ensure work is authorised and approved.
- Provide regular updates to EMCOR Management team and the client and maintain daily contact with the customer and attend meetings as necessary.
- Produce, supervise and/or manage the completion of appropriate records and documentation, including but not limited to, timesheets, job dockets, work orders, site audits and inspections and testing certification.
- Obtain quotations and provide necessary information for the raising of orders to ensure task completion.
- Support the commercial team by providing information necessary to establish financial completion of accounts.
- Identify and implement operational improvements to ensure continued provision of high quality service.
- Attend meetings on an as and when required basis
- Assist in other ad hoc functions within skills level, training and experience on an as-instructed basis.

Resource responsibilities

Job Description

Person specification

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Other factors relevant to the job

- The ability to establish, implement and monitor high standards of excellence in areas of quality, safety and operational performance.
- This position requires NVQ Level 3 or equivalent.
- The ability to demonstrate working knowledge of maintenance disciplines i.e. Electrical, Mechanical and Building and Civil Engineering.
- Proven operational success and experience in a maintenance delivery environment.
- Must be able to demonstrate knowledge in the field of Health, Safety, Environment and Quality assurance.
- The candidate must be articulate, numerate and IT literate.
- Have good people management, leadership, decision-making and communications skills.
- Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels.
- Must meet all minimum criteria to apply for and pass security clearance procedures.
- Must undertake all relevant training & medicals deemed necessary

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

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

Job Description

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