

Job Description

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

Job purpose

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

The driver for developing contract value optimisation, tracking divisional performance of the services business, will continue to develop and implement a consistent commercial framework for the projects business and develop/adapt and implement a proactive approach to risk management reducing risk to as low as reasonably practical. The role will include leading the assessment and delivery of projects in line with Group policies and procedures.

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.

- Liaison with EMCOR UK commercial / technical / operational management in order to develop contractor lists and develop new business prospects.
- In conjunction with the Contracts Manager, prepare annual business plans identifying opportunities and development of the small projects operations.
- Preparation of programmes, method statements and risk assessments.
- Procure labour / materials and sub-contractors in accordance with EMCOR UK buying procedures ensuring waste and costs are minimised.
- Liaise with EMCOR UK Management to keep them informed of contract progress and issues that may affect the running of the contract.
- Based upon current and projected project activity as identified in the annual business plan, develop an in house cost effective and multi skilled team of Technicians appropriately to the needs of the project business.
- Management and close supervision of EMCOR UK Staff and sub-contractors.
- Knowledgeable and up to date in matters relating to Health and Safety and statutory requirements including CDM Regulations and ensure compliant at all times.
- Maintain accurate project administration files and costs (financial records).
- Preparation of a monthly report for the Contracts Manager detailing project activities.
- Attendance at monthly internal meetings.
- Provide operational support as necessary to other parts of business.
- Any other reasonable duties as requested.

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.

- Educated to HNC / HND Standard (or equivalent)
 - Extensive experience in similar role
 - Knowledge of key operational management disciplines, e.g. quality control, work planning methods
 - Capable of managing a portfolio in excess of £500k per annum
 - IT literacy (word processing, spreadsheets and project management tools)
 - Valid full driving licence, desirable clean
 - Good sound knowledge and understanding with commercial and contractual issues

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 Holder <i>Signature</i>	
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Job Description

Print Name	
Date	

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