

Job title	Fire & Security Project Supervisor	Date October 2024
Reports to (title)	Inam Ashraf	Project manager
Contract/Department	Operations	Revision 1
Location	London	

Job purpose

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

Day to day operational control of projects. To ensure profitability and growth of existing and new business within the Division through the high-quality service to our customers within budgetary restraints and using EMCOR processes.

To provide and support and front-line services for projects and small works modifications comprising of both internal and external clients where required. You should have a good understanding of CCTV, access control, security systems and automatic fire systems.

Knowledge of working with large commercial clients and with many different manufacturers will be an advantage.

The role is for a working supervisor with a 70% bias towards working and 30% towards administration.

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.

- Carryout and supervise fire and security installations activities.
- Upgrades and system repairs
- Modifications in line with contract requirements
- Supervision of engineers/specialist subcontractors
- Regular communication with the client on Key Point Indicators, and service level agreements
- Assist with annual business plan, objectives, and operational targets. Regularly reviewing actual performance figures and implementation of actions to ensure that financial targets are met.
- Agree, regularly and undertake an annual performance appraisal, setting out and reviewing objectives for each operative under direct control.
- Able to identify, initiate and effectively resolve any service delivery and key performance indicators issues for each contract under supervision.
- Ensure that policies, procedures, and standards and adhered to in order to main the integrity of the contract portfolio, with on-going operational activities implemented as directed by Management.
- Regularly meet with customers in support of sustaining the value and quality of EMCOR's existing contractual business, responding effectively to contractual and commercial problems arising from contracts.
- Assist the projects delivery team to develop a clear plan for expanding and enhancing the value of EMCOR's business within the existing contracts.
- Supervision of sub-contractors and the procurement of materials within bounds of existing EMCOR preferred supplier's framework.
- Ensure accurate and timely invoicing of all contracts related works.
- Production of monthly reports as dictated by Management to include reactive and planned works.
- Production and upkeep of all the specified contract documentation
- Manage the Work in Progress effectively. No single work order to be open longer than 90 days.
- Supervision of all the health, safety, security, environmental and technical compliance issues that affect our customers and employees.
- Assist the project delivery team with the welfare of all staff to include identification of training requirements.

- Ensure the company IMS System and EMCOR.net is used by all staff.
- Must be prepared to carry out reasonable request or instruction issued by Management to assist in the effective administration and management of the portfolio

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.

Essential Experience :

- **Project Management:** Proven experience overseeing fire and security system installations, upgrades, and maintenance projects.
- **Technical Knowledge:** Strong understanding of fire alarm systems, CCTV, access control, and intruder alarms.
- **Team Supervision:** Experience in managing and coordinating on-site engineers and subcontractors.
- **Health & Safety Compliance:** Knowledge of industry regulations and standards (e.g., BS 5839, BS 5266, or NSI standards).
- **Budgeting and Scheduling:** Ability to manage project timelines, costs, and resources

efficiently.

- **Client Liaison:** Experience in communicating with clients to manage expectations and provide project updates.
- **Problem-Solving:** Ability to resolve on-site issues quickly and efficiently.
- **Quality Control:** Ensuring installation work meets safety and regulatory standards.
- **Documentation:** Experience with preparing project reports, risk assessments, and method statements.
- **Vendor Coordination:** Ability to manage relationships with suppliers and ensure timely delivery of equipment

Education/Training:

Minimum:

Ensure good timekeeping and housekeeping.

- 18TH Edition qualified electrician
- Professional, presentable appearance.
- Good Communication skills.
- Flexible and adaptable.
- Administration Skills
- PC literate and comfortable with Microsoft Office Applications

Desirable (all must be valid and in-date):

- ESC card
- IPAF
- PASMA
- FIA Industry accreditation up to installation
- Electrical Quails
- First Aid minimum 3 day

Behaviours:

- Strong moral and personal integrity.
- Forensic attention to detail.
- Results-orientated outlook.
- Proficient communicator, motivator, and influencer.
- High level organizational ability.

- Confident working in a high-paced environment with multiple consecutive delivery points.
- High performing team member and autonomous worker.

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.

Job Description

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Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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