

Job Description

Job title	Deputy Team Leader	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To Assist the Team leader in leading a multi-trade team to deliver:

- A comprehensive engineering service to the Stevenage site at a supervisory level.
- Contractual compliance for your team relating to performance metric's and SLA's.
- A department that is compliant with all regulatory and statutory requirements required by EMCOR UK & GSK including but not limited to quality, health & safety and environmental.
- Maximum availability of engineering assets and equipment utilising safe, efficient, planned maintenance service and fault resolution.
- Effective communication with the users and the engineering department of progress to date and advise on any delays or risks to work scheduled in a prompt and professional manner.

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.

This role is expected to be split between working tradesman and Assisting the Team leader in his day to day duties.

- To be an example in conduct and behaviour to those you interact with. Foster relationships with colleagues and staff in line with GSK & EMCOR UK values. To represent EMCOR UK in a positive manner and comply with any company wide or site-based requirement
- To manage the workload of the team including assigning and scheduling tasks / checking on quality and quantity of work carried out.
- Ensure the team consistently carry out their duties to EMCOR UK & GSK standards and comply in regard to engineering excellence, health safety and environmental standards as well as Company policies and procedures. This would include SOPs, processes, along with any adopted procedures.
- The Deputy Team Leader would be expected to be an Authorised Person in one or more disciplines to which suitable allowances will be paid.
- Ensure availability of plant and equipment to drive efficiently and reliably operation at all times
- Provide technical support for projects and assist with commissioning and hand over works for plant and user equipment.
- Provide, and where required, implement solutions to design problems.
- Ensure asset information is accurate and up to date. To make recommendations for changes where required and fully engage in the LCAM process.
- Raising and issuing of Business Impact Assessments and Operational Occurrence Reports (OOR's) where situations that deviate from the expected and found during maintenance activities on equipment, systems and utilities, which could affect product quality.
- To carry out engineering tasks related to planned and reactive work activities.
- Recognise spares requirements, order spares and update stock items as necessary.
- Managing and monitoring subcontractors working under your direct control.
- Be fully aware of Service Level Agreements between EMCOR UK and GSK to ensure its requirements are met
- To step in as Team leader when Team leader is not on site

Job Description

Other factors relevant to the job

- This job description is not an exhaustive list of responsibilities to be undertaken by the post holder and you may be required to carry out other duties, which are felt to be reasonable and commensurate with the post.

Resource responsibilities

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

Resource responsibilities

- To be the direct report and take responsibility for subcontractors working in your designated areas, including but not limited to Issuing/approving permits, providing hosting duties, ensuring RAMS/necessary paperwork is correct.
- Check and ensure correct coding of work orders / O/T / spare parts.
- Maintain / undertake Leadership training suitable for your level.
- To take on the duties of team leader when required for covering annual leave and absence.

Person specification

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

Demonstrable evidence of relevant technical experience and must hold qualification(s) at a minimum of NVQ level 3 in a related engineering discipline.

- Good IT skills including Word, Excel and Power Point.
- A good level of interpersonal and customer relationship skills.
- Strong organisation, prioritisation and communication skills. Ability to work to time constraints and prioritise tasks according to the needs of the business.
- Good leadership, motivational and communication skills are required.
- Innovative and focused on continuous improvement.
- Strong customer skills are required. The ability to communicate at all levels is essential.

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

- 25 days annual leave
- Auto enrol pension
- Flexible benefits available

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

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

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