Job Description

Job title	Fire & Security Mobile Engineer	Date	
Reports to (title)			
Contract/Department		Revision	
Location			

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

To provide support to both on-site engineers and clients. You will also be responsible carry out system maintenance, reactive and small or extra works to, CCTV, access control, security systems, automatic fire, fire extinguishing and fire aspiration alarm systems comprising of both internal and external clients. We would prefer someone with a multi-disciplined background in Fire and Security.
Knowledge of working with large commercial clients and with many different manufacturers will be an advantage

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.

- Carry out planned preventative maintenance activities
- Upgrades and system repairs
- Modifications in line with contract requirements
- Regular communication with the service centre or client on Key Point Indicators, and service level agreements

Resource responsibilities

- Provide planned preventive maintenance, system repair, small works and system commissioning activity in conjunction with Specialist Services requests and/or site/clients requirements.
- Prepare dilapidation reports on newly acquired contracts and advise or recommend improvement, additions or reductions.
- Provide design, support and quotation delivery in accordance with relevant British Standards.
- Maintain a strong working relationship & communication between the client and EMCOR UK.
- Ensure policies, procedures and standards are in place and adhered to in order to maintain the integrity of the Contract portfolio, and that ongoing operational activities are implemented to provide high quality service to customers.
- Maintain the Service Portfolio's to the highest quality standard in all areas of activity in order to satisfy and maintain the requirements of external quality verification.
- Comply with policies relating to health, safety, security, environmental and technical compliance issues that affect customers and employees, ensuring that all rules are adhered to at all times to maintain a high standard of discipline at all times.
- Ensure risk assessments are completed or reviewed for every task being carried out.
- Comply with the mandatory requirement on wearing PPE.
- Ensure all works are completed in accordance with relevant British Standards and good working practices.
- Ensure timely submission of time sheets, mileage sheets and necessary administration paperwork, as detailed in the engineer's policies or required by the company/client.
- Ensure that close cooperation and coordination with the EMCOR Service Centre.

Job Description

- Ensure that all non-compliance and recommendations are followed up with a quotation or quotation build up sheet.
- Comply with any request for any other duties on a time to time basis.
- At least 5 years previous experience of servicing, maintaining and installation of CCTV, access control, intruder alarm systems, intercom systems and fire systems.
- Ideally the candidate will be a multi-disciplined engineer.
- Adequate knowledge of relevant British Standards with a working knowledge of NSI and LPCB required standards. Advanced diagnostic and fault finding skills, with the ability to resolve by elimination and/or technical recommendations.
- Knowledge and experience of permits to work systems, method statements and risk assessments.
- Advanced PC and LAN/WAN Networking skills, including OS level operation.
- Health & Safety trained.
- System design, surveying, estimating and quotation experience.
- Ability to implement a program of works or PPM schedule, and team / self-delivery to deadline time scales.
- Understanding of asset collation and controlled program of just in time replacement.
- Ensuring that all reactive works are carried out within service level agreements.

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.

- Proven experience within similar role or environment.
- Educated to GCSE level with City & Guilds or equivalent in installation of electronic equipment.
- Proven experience with fire systems, security systems, Including networking, data communications and graphics ability to operate, configure and maintain PC software packages used for configuration and maintenance purposes.
- Proven experience on the service and maintenance of fire systems, CCTV, access control, Intruder alarm systems and intercom systems.
- Adequate knowledge of relevant British Standards with a working knowledge of NACP.
- Advanced diagnostic and fault finding skills, with the ability to resolve by elimination and/or technical recommendations.
- Knowledge and experience of permits to work systems, method statements and risk assessments.
- Advanced PC and LAN/WAN Networking skills, including OS level operation.
- Health & Safety trained,

Job Description

- System design, surveying, estimating and quotation experience.
- Valid full driving licence, preferably clean.
- Ability to implement program of works or PPM schedule, and team / self delivery to deadline time scales.
- Understanding of asset collation and controlled program of just in time replacement.
- Ensuring that all reactive works are carried out within service level agreements.

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 *Signature*	
Print Name	
Date	

Job Holder *Signature*	
Print Name	
Date	

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