

Job Description

Job title	M&E Control Room Operator	Date 08/10/2021
Reports to (title)	Facilities Manager	
Contract/Department	NATS	Replacement
Location	Prestwick	

Job purpose

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

It is a shift position monitoring M&E systems within the FM area of NATS

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.

- Administration of subcontractor maintenance & callout (normal and emergency) and subsequent service documentation.
- Perform Locus of Control duties during Operational Switching.
- Operation and monitoring of FM Control Room head end systems – BMS, Fire Management, Electrical Management System, Operational Lighting systems, Battery monitoring systems.
- Operation of above systems from standby emergency operating room if required.
- Provide technical support for spares /consumables.
- Administer the help desk function for all FM reactive work.
- Update of maintenance database, energy data collection and reporting.
- Develop and retain knowledge of all FMCR systems as “Assessed & Approved Person” – EMS/BMS/FMS/Lighting/Concept /BMU.
- Co-ordination of specialist service contract visits ; H & S requirements ; Security clearance
- Work with FM Managers in developing Scenario training – developing knowledge of site systems/failure cause and effects
- Assisting maintenance coordinator with procedure updates.
- Carry out duty of HV AP (E) for Prestwick.
- Management of maintenance and project subcontractors on site.
- Organising the completion of M&E and B&C ppm activities.
- Ensure company Health and Safety policies for work on site are complied with. Access risk assessments/method statements for reactive work where required.
- Manage emergency incidents on site such as Fire, Flood and power outage to bring to a safe completion.

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Resource responsibilities

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

None

Person specification

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

Qualifications and Experience:

- To have served a recognised electrical/mechanical or Building Services apprenticeship.
- Understanding of computer based IT systems.

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.

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- Shift work pattern—4 days on/6 days off/4 nights on/6 nights off - repeating. Shift = 06:00 – 18:00/18:00 – 06:00 tbc
- Smart, presentable appearance
- Personable and approachable
- The individual must be willing to undergo Security clearance

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>	