

Job Description

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| Job title | Shift Engineer | Date |
| Reports to (title) | Engineering Manager | Darren Lord |
| Contract/Department | Cadent Gas | Revision |
| Location | Ansty / Leicester | |

Job purpose

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

As a key member of the CNI Maintenance Team you will be required to deliver high quality Mechanical & Electrical PPMs, reactive maintenance and some minor fabric works. Supporting the CNI Managers where required to help enhance the customer experience.

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.

- Perform hands-on operations and maintenance which includes all physical and administrative operations tasks, service, and maintenance in accordance with site processes and procedures to ensure the highest levels of uptime, efficiency, and safety without disruption to the business.
- Complete work order requests accurately and on time
- Air handling systems and Air conditioning Systems
- Carrying out PPM tasks.
- Experience carrying out reactive tasks.
- Maintain a positive and professional working relationship with Client.
- Respond quickly, using company procedures or emergency operating procedures to facility emergencies.
- Regularly inspect equipment, buildings, safety routes and grounds to check or identify any abnormal or unsafe conditions or faults.
- Troubleshoot, evaluate, and recommend system upgrades.
- Escalate issues to facility management appropriately and timely.
- Execute assigned tasks by the management structure to meet contract delivery.
- A good communicator and problem solver who can work within the operational and financial restraints of various contract parameters.
- Involvement with costing and purchasing of materials and equipment required for projects and remedials.

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- Able to support contractors when completing PPMs and reactive tasks on site.
- Able to complete report writing and submissions.
- Ability to issue permits and manage contractors undertaking working on site.
- Complete on call duty cover CNI where required.
- To promote a safety culture and operate in accordance with company and client Health, Safety & Environmental procedures at all times.

To ensure the delivery and quality of Mechanical & Electrical maintenance is in accordance with the client service level agreement, company procedures and external accreditation.

- Sponsor efforts to develop core competencies, processes, disciplines and supporting the sharing of best practices with site-based staff.
- Produce reports and liaise with the CNI Manager as appropriate seeking opportunities to develop and improve the CNI Maintenance Team to benefit all stakeholders.
- To work flexibly across the CNI portfolio and attend contract and client site meetings, training courses and networking events as required.
- Drive continuous improvement to minimise downtime and reduce associated maintenance costs.
- To comply with any reasonable requests made by your Line Manager

Resource responsibilities

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

Safety and Site Responsibilities:

The engineer is expected to follow all Emcor safety processes and procedures at all times. Responsibilities include escorting subcontractors within critical areas of the site, completing work permits, and ensuring that the correct PPE (Personal Protective Equipment) is used.

ensure contractors must be booked in through the site's safety process and must have pre-approved RAMS (Risk Assessments and Method Statements) before commencing any work.

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Person specification

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

Essential

An enthusiastic self-motivated individual with a drive & passion for delivering high quality work.

- Recognised Mechanical apprenticeship.
- NVQ, City & Guilds L2 or L3 or equivalent in Industrial/Commercial installations.
- Complete Level 2 HSE e-learning 'Working Safely' or equivalent.
- Full UK Driving Licence.
- Previous Responsible Person, Authorised Person or Competent Person M&E experience.
- Sound technical understanding of M&E systems including PPM, Reactive Maintenance and Fault Rectification.
- A good communicator, able to liaise confidently with colleagues & clients.

Desirable

- Project delivery experience in industrial/commercial environment.
- IT skills of the Microsoft office suite of products.
- Experience of delivering FM services.
- Mechanical and/or Electrical Authorised Person Training or willing to work toward.
- Current Working at Heights Authorised Person or willing to work towards • Confined Spaces Authorised Person Training (APCS) or willing to work towards.
- NEBOSH Certificate or Diploma in Health & Safety or willing to work towards.
- Specialised trade qualifications related to discipline or willing to work towards.
- As working on a CNI site, current SIA licence or willing to work towards.

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.

Shift Pattern and On-Call Requirement:

The engineer will be required to work a 4 on / 4 off shift pattern, consisting of 12-hour shifts. In addition, the engineer may also require participating in an on-call rota as part of the role.

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In addition, a reasonable amount of overtime is expected to ensure the continued safe and efficient operation of the site.

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

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

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