

Job title	BMS Lead Engineer	Date August 2024
Reports to (title)	BMS Systems Manager	
Contract/Department	GSK	Revision
Location	Stevenage	

Job purpose

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

The role of the BMS Lead Engineer is to ensure the effective operation of the site's Building Management System providing expert knowledge, guidance and support in its operation and to ensure the safe and timely completion of planned and reactive maintenance of the Building Management System. The individual will work closely with the other engineers, team leaders and managers to deliver continued support of building services, to ensure minimum down time, increased efficiency, sustainability and customer satisfaction.

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 maintenance (PPM) and reactive repair work orders to the on-site BMS system.
- Ensure timely completion of all work orders.
- Troubleshoot and BMS/HVAC related problems and assist site engineering teams in rectifying faults found.
- Assisting with any technical queries from the relevant site teams and TPC representatives.
- Ensure the on-site BMS/HVAC system are fully operational with minimal downtime.
- Support Client, site teams, TPCs and Consultants with Technical and Operational BMS/HVAC issues.
- Attend operational and technical meetings when required.
- Support BMS manager with operational duties such as completing NIEs, OORs, CAPAs and other compliance-based activities.
- Promote the FM team culture by team working with colleagues and subcontractors.
- To carry out other duties that may be reasonably requested from time to time by EMCOR and client management.

Resource responsibilities

Job Description

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

- Supervision of BMS/Controls Technicians/Engineers & Apprentices to ensure safe working and effective performance of all relevant duties.
- Ensure TPCs RAMS are provided and cover all aspects of works being undertaken.
- Provide supervision of TPCs when required.
- Ensure the security of the site BMS by maintaining and monitoring secure access of the system.

Person specification

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

- Educated to HNC/HND Standard (or equivalent)
- Extensive experience in a similar role.
- Excellent working knowledge of JCI Metasys BMS, electrical and instrumentation systems.
- Excellent HVAC knowledge.
- Proficient with Microsoft Office packages.
- Excellent communication skills.
- Excellent time management skills.
- Ability to work as part of a team.

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.

- Occasional out of hours working may be required.
- Participation in a BMS Callout Rota is required.

Line Manager Signature	
Print Name	

Job Description

Date	
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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>	