

Job Description

Job title	Mechanical Supervisor	Date January 2025
Reports to (title)	Mechanical Section Leader	
Contract/Department	AWE	Revision v1
Location	AWE	

Job purpose

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

To provide technical support on Mechanical Services to buildings and plant planned maintenance and reactive repair service to the site. To ensure that new and innovative techniques are developed and implemented to the highest standards in order to ensure maximum operational efficiency. To support the Site Safety, Health and Environment within the team, and their activities.

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.

- To lead and develop the EMCOR Mechanical Maintenance team through effective communication, training and development, ensuring that the staff members are fully competent and trained to undertake key tasks.
- To support and develop a managed and cost effective maintenance programme for the site services buildings, plant, systems and equipment.
- Evaluate customer requirements and produce proposals including cost and timescales. Monitor the progress of the planned maintenance and remedial works to agree costs and time and ensuring all works are completed to the satisfaction of the customer and regulatory authorities.
- To ensure continuity of essential site systems and equipment.
- To provide an engineering service to design, plan and project manage minor site refurbishment and equipment installations.
- To support and manage the promotion and improvements to the teams Safety, Health and Environment and risk management processes and in conjunction with the site HSE&Q team, regularly monitor the safety performance of all service aspects. Identify areas for improvement.
- To support the Services Manager – Assets in managing the departmental human resources and operating budget and ensure that all financial management, forecasting and reporting requirements are fully met.
- To develop partnerships with our suppliers to achieve maximum mutual benefit and rationalise the supplier database.

Job Description

- Identify, develop, implement, and review service level agreements and key performance indicators to ensure continued provision of high-quality service and ensure customer satisfaction is maintained at a high level • The Company may require you to fulfil any other reasonable duties aligned to your position from time to time in line with business needs.
- Develop the existing Mechanical Team to ensure growth and stability linked to Service Level Agreements and Key Performance Indicators.
- Identify training and development needs, including the creation of a performance system, which assesses the competencies of employees and others.
- Contribute to an effective “change management” programme for key business elements e.g. services offered, products supplied, existing systems and processes etc.
- Maintain day-to-day contact with the customer’s representatives and attend meetings as directed

Resource responsibilities

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

Line management of operatives as required by Mechanical Section Leader.

Person specification

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

Essential

- To have a minimum Mechanical qualification of NVQ level 3 or equivalent.
- Good knowledge of Management disciplines in Mechanical works
- Have experience in a Supervisory environment with Mechanical works as a component responsibility.
- Be commercially aware and have a sound knowledge of budget preparation, negotiation and management.
- Have good people management, leadership, decision-making and communications skills.
- Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels • Knowledge of Health and Safety legislations

Desirable

- To have an Mechanical qualification of NVQ level 4 or equivalent.
- ILM level 4 or equivalent in operational management.
- Experience working in a highly regulatory environment.
- Knowledge of project management tools.

Job Description

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.

Must be able to obtain and maintain required level of security clearance
--

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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