

Job Description

Job title	Engineering Manager	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To oversee the operation and organisation of the GMP Engineering and calibration team.

- always looks for smarter, more efficient ways to do things and contributes to overall business efficiency by sharing best practice ideas with peers and colleagues
- is personally well organised and has all the relevant information to hand
- works hard to keep the team motivated and pulling together even under pressure
- works well with key stakeholders and builds strong relationships
- ensure all relevant people know what is going on, through regular meetings, informal talks and telephone contact
- clarifies clients' expectations, being clear about what can be delivered
- manages underperformers and gets people back on track
- maintain a high level of enthusiasm to resolve difficult, less liked or mundane areas of work
- handles complaints and queries with confidence, providing facts or solutions that deal with them effectively

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.

Manage the day to day activities of the GMP Engineering and calibration group for EMCOR site tasks

Requires participation in an out of hours Duty Manager roster. The frequency of this rota may change with reasonable notice being given to the employee, currently 1-4

Ensure regulatory compliance is achieved within the GMP Engineering and calibration team and services

Develops scopes and detailed specifications to ensure delivery of engineering contracted services

Participate in Authorized Person responsibilities for pressure systems and confined space

Ensure KPI and monthly reports are completed

Ensure Health and Safety rules and good safety practices are complied with by self and service teams

Be able to communicate effectively and have flexible approach to work patterns

Ensure training matrix for engineering staff is maintained and all staff are appropriately qualified or competent to undertake their respective tasks

Ensure all Planned Preventative Maintenance is completed to schedule

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Rectification of defects, ensuring all performance standards are met in accordance with the contract

Ensure appropriate site health and safety audits and other safety related initiatives are completed and documented

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.

Experience in an operational engineering role

HNC Level or equivalent in Engineering

IOSH Managing Safely qualification or equivalent or the ability to complete training in post would be an advantage

Knowledge of Word & Excel spread sheet and their implementation with overall good IT skills

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.

Job Description

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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>	