



## Job Description: Building Services Manager (Mechanical)

Alternative Titles: N/A

Date: October 2014

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Job Type: Permanent  
Start Date: Immediate  
Department: Mechanical  
Line Management: Yes  
Reporting to: Operations Director

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**General Purpose:** Client facing, the successful candidate will be required to manage the business's expanding portfolio of sites and contracts and to actively develop new business opportunities throughout the South East of England.

**Work Schedule:** 8.30am – 5.00pm Monday to Friday

**Required Experience:**

- 5 or more years of working within a similar role (essential).
- Experience with delivery of projects.
- Strong M&E / building services background (essential)
- Proven track record in business development (preferred).

**Responsibilities and duties (Specific):**

- Ensure existing customers and potential new customers continually receive required support and service.
- Manage and pro-actively support all commercial activities to ensure they reflect the requirements of the business and implement the agreed business plan.
- To achieve current and future agreed performance targets and minimise risk and exposure.
- Continually identify quality and business improvements and work alongside senior management team to ensure these are integrated into future activities.
- To attend site meetings with operations director when required.
- Support site managers.
- Ability to deal with technical issues and other problems escalated by engineers and members of staff.
- Ensure staff training and development needs are established through the appraisal and review processes.

### **Responsibilities and duties (General):**

- Maintaining set standards in compliance with the Health and Safety at Work Act 1974 and other relevant legislation
- Ensuring all on-site quality assurance procedures are adhered to
- Working alongside other ACS staff and trades.
- Providing accurate reporting information for further repairs or installation.
- Providing excellent customer service.
- To represent ACS in client facing situations.
- Promote continual review and improvement of services by creating an environment in which members of staff are encouraged to use their initiative and creativity for the benefits of customers.

### **Required Skills/Licenses/Certifications:**

- Problem solving.
- Ability to meet tight deadlines.
- Read, write and communicate using English language sufficient to perform job functions.
- Able to use MS Office & Outlook
- Criminal record checks will be applied for candidates.
- Management experience (essential).
- Current UK driving licence

### **Supervisory Responsibilities:**

- This position is a management role. The successful candidate will be managing existing Gas Supervisor.

### **Travel Requirement:**

- This position is a static role that has some travel requirements. There may also be occasions where the successful candidate may be required to stay in overnight accommodation due to site locations.

### **Package:**

- Highly competitive salary.
- Incentivised bonus scheme for business development.
- Company car
- Mobile Phone
- Laptop
- Pension contributions
- 23 days holiday.

### **NOTES:**

**ACS are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.**

**Applicants are required to be enthusiastic, reliable, trustworthy & committed. They must also be flexible in their approach to fulfilling the post.**