



## Job Description: Mechanical Installation Supervisor

Date: 17.02.2020

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Department: Mechanical

Reporting to:

To liaise with; company directors, mechanical & electrical supervisors and managers, engineers, site personnel, as well as all client representatives to deliver successful installations smoothly, on time, on budget and within a safe working environment. This will be in addition to existing role as mobile combustion engineer.

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### Work Schedule:

- The employee's duties may from time to time be reasonably modified as necessary to meet the needs of the employer's business.

### Responsibilities and duties (Specific):

#### In addition to duties of a mobile combustion engineer

- Carry out installations as per specification/tender/quote details
- Carrying out site tool box talks
- Ordering correct materials for projects
- Reporting material shortages
- Reporting on progress in relation to programme of works
- Reporting on Health & Safety issues
- Reporting on clients concerns
- Reporting on installation quality
- Supervise sub contract labour
- Compiling information Compiling information and presenting O & M manuals
- Participating in H & S meetings Assist where required, in the production of
- Ensuring that all personnel are working in accordance with RAMS
- Check and ensure that all installers/sub-contractors have copies of site documents
- Develop and act upon commercial opportunities.
- Carry out site surveys
- Carry out disciplinary procedures as required

## Essential Skills

- Must have an all-round knowledge and experience of M & E Commercial Installation and be a qualified Gas Combustion Engineer.
- Must be highly organized
- Must possess the ability to work in a fast paced environment.
- Must be computer literate.
- Must have good communication skills at all levels.
- Must be hardworking, reliable and possess a good work ethic
- Must be able to deal with multiple projects simultaneously
- Must have a full clean UK Driving Licence

## Required Experience:

- 3 or more years of working within a similar role.

## Required Skills/Licenses/Certifications:

- Commercial ACS qualifications
- Domestic ACS qualifications an advantage
- OFTEC oil and/or Commercial Catering qualifications would be preferred but are not essential.
- Problem solving
- Read, write and communicate using English language sufficient to perform job functions.

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Should you wish to apply for this role, please send your CV with a covering letter to [recruitment@acs-southeast.com](mailto:recruitment@acs-southeast.com).

The deadline for applications is 2<sup>nd</sup> March.

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