



## **MULTI-SKILLED BUILDING SERVICES SUPERVISOR - adi Facilities Engineering**

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions.

Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

We have an exciting opportunity for a Multi-Skilled Building Services Supervisor within our Facilities Engineering division.

### **OVERVIEW OF ROLE**

As a Multi-skilled Building Services Supervisor, you will have mechanical and electrical skills, experience and qualifications. Duties will include a variety of building services maintenance, plus additional building fabric and basic electrical maintenance in accordance with all company policies and procedures ensuring compliance with relevant SFG20, statutory acts, regulations.

The role will provide a wide diversity of maintenance and engineering challenges which include planned and reactive maintenance, repairs and project / minor capital works.

### **JOB PURPOSE**

Responsible for the maintenance, repair and replacement of Mechanical Building Services installations across the customer sites as well as establishing relationships with internal Client customers and external Contractors.

### **KEY RESPONSIBILITIES**

To oversee the operation of all site services equipment ensuring delivery of utilities to the production areas of the plant; whilst maximising efficiency and safety.

Maintain effective positive communication with the Client's stake holders and the adi Facilities Engineering Team members and adi Management.

Delegate the Duty Holder role for all plant and equipment to the Facilities Technician for delivery of the site legislative and mandatory compliance requirements.

Effectively, plan, coordinate and lead the electrical and mechanical maintenance services to the plant and equipment within the Facilities Engineering remit, in a manner that upholds the quality of the operation, focussing on safety, productivity, cost effectiveness and the preservation and improvement of the site machinery and property within the site FM budget.

For clarification the plant, equipment and services within the Facilities Engineering Team's remit for the control and upkeep of includes, but is not limited to, the following:

- Fire Prevention Systems
- Building Maintenance Systems
- Water Supply Systems
- Air Compressors & Supply Systems
- Air Handling Units
- Gas Supply Systems
- Steam Boilers, Supply Systems and Hot Water raising plant
- Electricity Supply Systems
- Statutory Systems
- Water Treatment Plant
- Refrigeration plant, centrifugal and reciprocating compressors
- Cooling Towers
- Pumps
- Heating, Ventilation and Air Conditioning (HVAC) equipment
- Domestic Services
- Buildings and External Areas
- Burner S (Gas Duty Holder)
- Lines - Emergency Cover

## Key Responsibilities (ctd)

To effectively delegate maintenance tasks to the adi site facilities team and outsourced service providers

Ensure safe and efficient compliance with and work in accordance with legislative adi Group and Client Health, Safety, Environmental, Quality and GMP operating procedures and requirements at all times

Respond to breakdown and emergency situations, diagnose and rectify faults and carry out effective hands on maintenance and repairs.

Hold responsibility for and effectively manage the adi Financial Profit and Loss Account.

Effective cost control and account profitability

Identify, cost, submit and manage minor project works where required and appropriate

Acquire and maintain an appropriate knowledge of adi products and services, industry and process knowledge

Develop relationships & negotiate with internal adi Group businesses and manage internal business  
 · Develop produce and present the monthly review and key performance indicator (KPI) reports to the customer stakeholders.

Use the adi 'Evolution M' Accounting software and other adi portal software services, which will be provided to achieve effective management of sales, procurement, invoicing and internal reporting on adi account

Drive development and manage the training needs of the adi FE team to continuously improve maintenance capability, performance and effectiveness

Co-ordinate delivery of all maintenance, project work and improvement projects; from minor changes through to CAPEX justification and delivery, including future site expansion plans

Ensure breakdown analysis takes place after major incidents to establish root causes and develop methods to avoid recurrence.

Raise work requests on the Computerised Maintenance Management System.

Carry out criticality analysis of site services to identify the highest equipment risk areas for focus and review that analysis on a regular basis

Carry out fault roos-cause analysis and problem solving techniques to maximize the efficiency and safety of the site, plant and machinery

egotiate service contracts, agreements and quoted works with service providers, contractors, equipment suppliers and maintenance experts.

Ensure services provided by suppliers and contractors are technically correct, quality driven and value for money

Provide 24 hour cover through call out, be available for call outs and attend as necessary when called out

Cover other members of the team during holidays and other periods of absence

Advise on plant and equipment improvements which contribute toward site improvements, health and safety and/or technical corrective actions

·  
 Co-ordinate the installation and maintenance of: electrical installations, pipe work, fire protection, steam, hot and cold treated water, heating, ventilation and air conditioning, refrigeration, compressed air and waste management plant and equipment

Ensure safe and efficient working activities are carried out in accordance with adi's and the client's legislative Health, Safety, Quality and Environmental operating procedures and regulations

Liaison with adi Management to assist in the development of strategic plans for operational activity and business development

Liaise and engage with Client Engineering Team, Stakeholders and other nominated persons, to prioritise workload, understand business needs and create a seamless extension of the Client Engineering Team

Be flexible within the broad remit of the post to carry out any other reasonable projects, tasks or duties appropriate to the post and to support the business as directed by line management

Abide by the principals and practices of equal opportunities as laid down in the company Equal Opportunities policy

Be available to work two weekends per month to carry out, out of hours maintenance work

## **Experience & Qualifications**

Internal customer satisfaction – first line interface with Client Engineering and Project Managers

Ensuring Health, Safety and Environmental procedures are observed and complied with.

Successful management of the adi Financial Profit and Loss account

Add value and contribute towards improvements in plant and equipment reliability

Effective development and use of the site CMMS

Effective delivery of planned and reactive maintenance services

Implement and leading permanent fixes

Safely leading the adi FE team and Service Providers activities, carrying out regular adi Health, Safety and Environmental Inspection Audits and implementation of improvements and corrective actions relating to the same

Satisfy adi's Financial, document and QHSE control procedures; employing adi portal access and software

Reporting to the adi Account Relationship Manager and Client's Engineering Manager

Develop and expand adi's Engineering Services portfolio by liaison with the customer and interface with other adi group company representatives

Assess and advise on improvements in breakdown reduction and asset availability

## **Skills & Competencies:**

Competence and experience of facilities and utilities services

Strong Team Leader/Supervisor experience with a proven track record in successful leadership of an engineering/maintenance service team within a similar environment

Understanding of latest welding and pipework techniques

Competence and experience in quoting chargeable work and delivery of works within a budget

Supervision of Health and Safety requirements, Permit to Work (PTW) and Lock Out Tag Out (LOTO)

Ability to identify improvement initiatives, provide feasibility reports, business cases and planning

Able to liaise with Customer Stake Holders, adi FE Management and to manage the adi FE site Service Teams autonomously, providing regular updates, reports, KPI's and review meetings