

## Automated Building and Energy Controls Limited

### JOB DESCRIPTION

#### **BMS Electrical Install Manager**

- Full Time
- 40 hours per week plus travel

Department	Region	Office
Projects	London & South East	Mobile

#### **ABEC Background**

ABEC is an Energy and Building Management System Specialist carrying out new Installations & Projects, Maintenance and Energy Management Services.

This is a modern thinking company with main offices in Tewkesbury, Wokingham and London, consisting of over 50 staff and a network of sub-contractors and suppliers.

#### **The Role**

The Electrical Install Manager will be responsible for the success of the install division, carrying out the electrical installation for BMS projects of varying sizes and types. To be the lead on any project and manage other electricians / electrician's mates / trainees. As the electrical install division grows it would be expected that the role would become less hands and more supervisory / managerial, so a real opportunity for someone looking to progress their career into management and play a key part of the growth of this division.

The role will also require panel modification tasks to be carried out over time and where applicable, either directly or through newly employed staff as part of this division.

A strong understanding of Control Panels and Building Management Systems is a necessity.

#### **Responsibilities**

1. Carry out to high standards, on-site Electrical Installation of Building Management Systems and associated technologies.
2. Carry out surveys, take off's, issue purchase orders and manage goods received. Arrange deliveries and storage on site.
3. Plan and manage labour to ensure budgets are met.

4. Maintain accurate and timely communication on all matters with the ABEC project manager / engineer.
5. Ensure timely and accurate progress reporting as required.
6. Be responsible in ensuring work efficiency is maintained to complete tasks within or ahead of allocated time frames / programme, and delays.
7. Assist project manager to achieve a 'zero defect' delivery of all projects.
8. Provide on-site coordination with client and sub-contractors as needed / directed by the ABEC project manager.
9. Ensure sites are cleared of equipment and materials / products prior to handover / demonstration / completion. Ensure sub-contractors comply.
10. Be responsible to ensure health and safety procedures and standards are followed on site. Ensure all Health and safety documentation is filed, maintained and updated on site.
11. To undertake any other duties as requested by senior staff within ABEC.

**Liaise with**

<ul style="list-style-type: none"> <li>• Project manager(s)</li> <li>• Projects Co-ordinator(s)</li> <li>• Projects Engineer(s)</li> <li>• Commercial Manager</li> <li>• Electrician(s)</li> <li>• Electricians Mate(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioning Engineer(s)</li> <li>• Sales Department</li> <li>• Accounts department</li> </ul>
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**Line Management**

The line manager for this role is the Operations Director. Day to day direction and management is likely to be provided by Project Managers and Project Engineers.

**Relevant experience, skills & knowledge**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience in installing building management systems.</li> <li>• A good understanding of a variety of mechanical and electrical building services.</li> <li>• Capable of using Email, IExp, Microsoft Excel and Word.</li> </ul>	<ul style="list-style-type: none"> <li>• Good commercial understanding.</li> </ul>

### Relevant qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Suitable qualification to demonstrate electrical competency and safety around the electro-technical aspects of control panels, LV and ELV installations associated with our industry (such as C&amp;G 2391, 2356 or NVQ Level 3 Electrical Qualification).</li> <li>• Inspection and Testing (2391 – 52)</li> <li>• CITB / SSSTS H&amp;S accreditation or IOSH equivalent.</li> <li>• ECS CSCS accreditation as “Controls Engineer”.</li> <li>• First Aid Trained</li> <li>• PASMA accreditation.</li> </ul>	<ul style="list-style-type: none"> <li>• IPAF (3a and 3b) accreditation.</li> <li>• First Aid Trained</li> </ul>

### Communications and interpersonal skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent man management skills</li> <li>• Excellent written &amp; verbal communication skills.</li> <li>• Accuracy and attention to detail.</li> <li>• Proactive attitude.</li> <li>• Comfortable working as part of a team.</li> <li>• Customer focused approach.</li> </ul>	