



<b>Job Description:</b>	Fire Suppression Service Engineer
<b>Location:</b>	Allsaved Head Office, West Chiltington, West Sussex
<b>Salary:</b>	Band E&F (depending on experience)
<b>Position:</b>	Permanent, full-time (40 hours per week)
<b>Accountable to:</b>	Engineering Team Leader
<b>Accountable for:</b>	None

### **Purpose of Role –**

Service Engineers will undertake the maintenance of fire suppression, detection and alarm systems in accordance with BS5839 and BRE /LPS1014 and any other relevant British Standard as well as other routine servicing, testing and inspection works as directed by the Engineering Team Leader.

The role holder will provide a full report on all work undertaken using electronic reporting systems and will be responsible for engaging with clients to ensure their training and competence in the operation of all systems and products provided by Allsaved.

Engineers will also identify and discuss with the client any gaps in the client needs of Allsaved products and services.

As part of day to day working in external locations, opportunities must be taken to identify and market the company products and services to new business.

### **Key Accountabilities**

**The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the business / client, but accountabilities will include (or be equivalent in nature to) those listed below:**

- Responsible for maintenance of fire suppression, detection and alarm systems to the required standards and as directed by the Engineering Team Leader.
- Responsible for all works data input into our works management system (simPRO).
- To communicate with the office admin team with regards to any special requirements.
- Interpret information, such as inspect sites using electronic or manual plans to determine installation requirements, and solve varied problems or plan over the short term.
- Engage with clients in respect of work undertaken and ensure the client has a full understanding of the use of installed products, any further remedial work being arranged on their behalf. Issue all relevant documentation to the client.
- Maintain Allsaved cross selling/up selling standards to existing clients and new business.
- Ensure all work is completed in line with allocated schedule and to required quality standards.
- Remain up to date and compliant with all relevant legislations, organizational procedures, policies and professional codes of conduct in order to uphold legal requirements and standards of practice.
- Responsible for managing tools and plant on site and maintaining the stock levels within the vehicle to ensure correct amounts for allocated works.
- Comply with warehouse stock management and ordering procedures.
- Able to carry out additional training to progress within the Fire industry.
- Provide professional advice and information in relation to Allsaved Ltd.

- Interact effectively with a range of customers by providing sound communication and interpersonal skills.
- Maintain a high representation of the Allsaved brand, through exceptional personal and professional standards (including Allsaved equipment, materials and vehicles).
- Challenge existing practices and generating ideas and solutions, recognising and balancing risks with reward, meeting agreed timescales.
- Support equality and diversity and respect customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion and ethnic origin.
- Ensure full compliance to all Quality, Environmental Health and Safety directives, Personal Protective Equipment, Accident Reporting as well as internal Allfire safety standards.
- Ensure full adherence to company values, policies, procedures, standards and objectives.

### **Role Demands**

- Uses initiative to independently respond to unanticipated problems.
- The job requires the post holder to respond to priorities and interruptions from the other divisions of the business.
- The role will include ongoing requirements for lifting or carrying, pushing or pulling items of moderate weight.
- The work will involve considerable exposure to environmental demands on the job holder e.g. working for periods of time outdoors.
- Ability to travel independently including London and East Anglia, in order to carry out installations.. There may be the opportunity to travel across the UK.

### **Financial Management**

Adhere to given budget and expenses policy

### **People Management**

Adhere to Allsaved Performance Management framework maintaining all relevant paperwork and manage, review and update own continuous personal development.

### **Internal Risk / Quality Management**

Ensure internal risks and process quality are managed effectively and that areas of non compliance are reported and addressed.

### **Other Significant Role Requirements**

Allsaved has UK wide operation and therefore the job holder may be required to work in different geographical locations within the UK. As part of the package a van and fuel card will be provided along with all necessary plant, equipment, specific site training and PPE. Overnight stays may also be required and expenses will be paid.

**Authorised by line manager:**

**Name: Harry Woodage**



**Signature:**

**Date: 26.08.2020**

**Co- signed by HR Business Partner**

**Name: Ruth Simmonds**

A handwritten signature in cursive script, appearing to read 'R Simmonds', written in black ink.

**Signature:**

**Date: 26.08.2020**