



<b>Job Specification:</b>	<b>Fire Safety Engineer – Allsaved Ltd.</b>
<b>Role Profile:</b>	Fire Extinguisher Service Engineer.
<b>Location:</b>	Allsaved Head Office, West Chiltington, West Sussex, RH20 2HH
<b>Salary:</b>	Band E&F (depending on experience)
<b>Position:</b>	Permanent, full-time (40 hours per week)
<b>Accountable to:</b>	Engineering Manager
<b>Accountable for:</b>	None

## Role Context & Purpose

Allsaved Ltd is a long-established Fire Safety Company. In various guises we have been in the Fire Safety industry since 1982. In our early years we were an Antifyre franchise. When Antifyre went out of business, we became independent fire safety engineers trading as Allfire, servicing fire extinguishers and dry risers. In 2007 the company was bought by the current owner – Tom Simmonds.

Tom has a broad business background covering print, media, product design and the recycling industry. He realized that in such a competitive market the only way Allfire was to survive and thrive, was to become a multi-disciplined service provider.

To make this leap, we made the decision to invest in training our existing staff to meet the needs of our clients who were increasingly asking for a 'one stop shop.' Initially we moved in the Fire Alarm market, servicing smaller systems and carrying out what we would now call small projects, at the time they certainly did not feel small! We have been maintaining fixed and portable fire-fighting systems while managing, designing and carrying out Fire Risk Assessment programs for Electricity Distribution companies such as Seeboard, EDF Energy, Scottish and Southern Energy and UK Power Networks for over twenty years.

Having large utility clients with lots of assets over a large geographical area creates the need to work as efficiently as possible, this drove us to invest in a fully integrated management system. The cost of which has been far outweighed by its benefits. It has allowed us to have an open and fully auditable workflow that our clients and auditing bodies such as UKAS, BAFE and Achilles use to audit us. Our UVDB Achilles audit scores are 100% across all metrics, a feat of which we are justifiably proud.

By continually investing in our business process, technology and people, we have grown to a point where we now turn over the same in two months as we did in the whole year and Allsaved Ltd comprises of three divisions:

**Risk Management Software** – App based form population and generation. Mobile data capture and management system integration tools to the Fire and Electrical industries. Report writing is often repetitive and time consuming. Allsavedmobile.com allows engineers and risk assessors to focus on their core skills and to automate report writing. The data created can then be used to generate actions to reduce risk and raise safety levels.

**Fire Protection Engineering** - providing a complete portfolio of goods and services from fire risk assessment to fire alarm installations.

**Electrical Contracting** - for commercial and domestic properties. Providing event power and NICEIC approved services.

**Purpose of Role** – Fire Safety Engineers will undertake routine servicing, testing, inspection and basic maintenance of low risk fire safety products as directed by the Engineering Manager.

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 understanding of all risks identified and remedial work to be arranged as a result of work undertaken. Engineers will also identify and discuss with the client any gaps in the client needs of Allfire 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 annual maintenance of portable fire extinguishers and periodic testing according to the British Standards.
- To maintain the stock levels within the vehicle to ensure correct amount for the weeks works.
- Responsible for the design / interpretation of the site Fire Risk Assessment with the installation of the required extinguishers ensuring all requirements meet the British Standard.
- Responsible for all works data input into our works management system (simPRO), for the preparation of the annual maintenance report / works job card.
- To communicate with the office admin team with regards to site bookings and any special requirements.
- Interpret information, such as inspect sites using electronic or manual plans to determine how many and what type of Fire Extinguishers are required, 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 outcomes of assessments, any risks identified and 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 standards of best practice.
- Responsible for managing tools and plant on site and maintaining the stock levels within the vehicle to ensure correct amount 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.
- Supports 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 three different divisions of the business.
- The role will include ongoing requirements for lifting or carrying, pushing or pulling items of moderate weight e.g. a wide range of fire extinguishers.
- The work will involve considerable exposure to environmental demands on the job holder e.g. working for periods of time outdoors and through cleaning and servicing equipment e.g. exposure to chemicals.
- Ability to travel independently including London and the south east, in order to carry out inspections of fire extinguishers. 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: 10.09.2018

### Co- signed by HR Business Partner

Name: Ruth Simmonds



Signature:

Date: 10.09.2018