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| Last updated: | 03.01.2019 |

**JOB DESCRIPTION**

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| Post title: | **Assistant Mechanical Engineer (DLO)** | | |
| Academic Unit/Service: | Estates & Facilities | | |
| Faculty: | Professional Services |  |  |
| Career pathway: | CAO | Level: | 4 |
| \*ERE category: |  | | |
| Posts responsible to: | Mechanical Operations Manager | | |
| Posts responsible for: | Plumbing Chargehand / Plumbing DLO staff / Mechanical Chargehands / Mechanical DLO staff – Circa 16 Staff. | | |
| Post base: | Office-based (see job hazard analysis) | | |

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| Job purpose |
| To coordinate and manage the day to day operation, maintenance and repair of the Mechanical and Plumbing systems.  To ensure that the University’s Mechanical and Plumbing systems continue to operate in a robust and safe fashion whilst continually improving efficiency.  Responsible for Mechanical and Plumbing applications across multiple areas of the University Estate including; Highfield, Halls of Residences and associated satellite sites.  To manage the appointed specialist contractors and ensure continued safe, efficient and effective running of the University’s complex building services. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To manage, supervise and prioritise the delivery of planned and reactive maintenance activities using own resources and those of contractors on mechanical / plumbing services, plant and equipment associated with the University Estate. This includes but is not limited to:  Hot water generation  Hot & cold water distribution  Chilled water distribution (of various ‘grades’)  Heating water distribution  Process cooling water distribution  Waste water treatment  Air supply and distribution (air handling units)  Extraction systems (general, acid and solvent)  Compressed air generation and distribution  Vacuum generation and distribution  Controls associated with the systems serving cleanrooms | 35 % |
|  | To identify, create efficiencies in areas of delivery and sub-optimal performance of the mechanical engineering teams. To drive performance using backlog data within the CAFM system in Planon. To be responsible for day to day performance of the teams and to identify areas of improvement. Responsible for auditing processes and KPI’s for the Mechanical and Plumbing team. | 25 % |
|  | To manage and administer a budget to include contracts for the operation, maintenance and emergency repairs, directing appointed contractors as necessary and appropriate. | 10 % |
|  | To be responsible for delivering compliance based Mechanical and Plumbing planned and reactive maintenance across the University Estate. Part of this responsibility will be auditing works carried out on statutory and mandatory maintenance tasks. | 10 % |
|  | Day to day responsibility of administration tasks – verification of timesheets / sickness, holiday notifications / overtime and expense claims and processing of relevant documents in accordance with University and departmental requirements. | 5 % |
|  | To deputise / assist the Assistant Mechanical Engineer (Contracts) / Mechanical Operations Manager in their absence | 5 % |
|  | At all times works with due regard to relevant Health and Safety Regulations and regulations. Is responsible for auditing the workforce to make sure H&S is being followed. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| * Engineering Supervisor / Chargehands / Mechanical Operations Manager – receiving instructions regarding work. * Estates staff – exchanging information and advice about the operation and maintenance of mechanical and plumbing services. * Maintenance Contractors working under an SLA – liaison on the provision and distribution of permits and any Health and Safety related items. * Contractors and consultants – exchanging information and advice about the operation and maintenance of mechanical and plumbing services. * Insurance inspectors – organisation, preparation and examination of pressure systems. * BMS engineers – fault finding and fault rectification on control systems. * Building occupants (Faculty Departments) – sharing information on building services in relation to operation and maintenance, and working with building occupants to plan work so as to minimise disruption. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | HNC or equivalent, appropriate discipline experience in Mechanical / Plumbing or Building Services.  Good understanding of Mechanical / Plumbing / Building Services systems and skilled in the operating of modern Building Management Systems.  Proven post-apprenticeship experience in a maintenance environment covering complex heating, ventilation, and air conditioning systems from domestic to industrial scale.  Ability to oversee and operate a large team of maintenance engineers to deliver statutory and mandatory compliance.  A high level of computer literacy and practical experience of operating building energy management systems (BEMS) for monitoring and control of plant and optimising energy consumption. Ability to ‘blend’ the theoretical diagnosis with hands-on maintenance of actuators, sensors, controllers and thermostats.  Proven experience of managing and administering budgets including contracts for the operation, maintenance and emergency repairs.  A good knowledge of health and safety legislation with an understanding of its application to activities such as water hygiene (e.g. legionella monitoring and humidifier maintenance), plant inspection, and pressure vessels. | Degree in mechanical or building services engineering  Understanding of other trades such as electrical, welding, turning, pipefitting.  Experience in operation of ‘Trend’ BEMS.    Recognised training in the following (with City & Guilds accreditation where appropriate):   * Water Supply (Water Fittings) Regs * Operation of Cooling Towers * Legionella control in hot & cold water systems. | Certificates  CV /Interview    CV /Interview  Certificates  CV /Interview  CV /Interview  Certificates  CV /Interview  Certificates |
| Planning and organising | The post holder must have the ability to supervise, organise and prioritise a mix of PPM work (issued batch-wise to cover a number of weeks) and reactive maintenance jobs with varying degrees of urgency.  Flexibility in approach is required. | Planning and implementation of process shutdowns. | CV /Interview |
| Problem solving and initiative | The identification and rectification of faults on mechanical building services is an essential part of the role. This requires understanding of the mechanical, electrical and controls elements of the system and the use of experience and initiative to determine a solution in a particular situation. |  | CV /Interview |
| Management and teamwork | Working closely with the Mechanical Operations Manager and operations team to effectively deliver. Has the ability to delegate effectively.  Close liaison with the end user is essential so that output can be optimised and ‘downtime’ reduced.  Working proactively with other departments, trade staff and contractors is necessary depending on the work in hand.  Able to formulate development plans for own staff to meet required skills. | Experience of successfully managing and developing staff. | CV /Interview |
| Communicating and influencing | Good interpersonal skills are necessary when explaining maintenance issues to building users and liaising with them in relation to the timing and impact of work. | Ability to produce short technical reports. | CV /Interview |
| Other skills and behaviours | The post-holder must be computer literate and able to use computer applications – PDA and CAFM systems.  A good knowledge of current health and safety legislation is essential. | Knowledge of the ‘Planon’ computer application | CV /Interview |
| Special requirements | The post is presently based at Highfield campus although it may be relocated in the future. Attendance at other campuses forms an integral part of the job.  Must possess the ability to be able to travel to multiple locations across the University estate. |  | CV /Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | ✓ |  |  |
| Extremes of temperature (eg: fridge/ furnace) | ✓ |  |  |
| ## Potential for exposure to body fluids | N/A |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | ✓ |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | N/A |  |  |
| Frequent hand washing | N/A |  |  |
| Ionising radiation | N/A |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling | N/A |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | N/A |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | N/A |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) | N/A |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | ✓ |  |  |
| Repetitive crouching/kneeling/stooping | N/A |  |  |
| Repetitive pulling/pushing | N/A |  |  |
| Repetitive lifting | N/A |  |  |
| Standing for prolonged periods | N/A |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | N/A |  |  |
| Fine motor grips (eg: pipetting) | N/A |  |  |
| Gross motor grips | N/A |  |  |
| Repetitive reaching below shoulder height | N/A |  |  |
| Repetitive reaching at shoulder height | N/A |  |  |
| Repetitive reaching above shoulder height | N/A |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | N/A |  |  |
| Lone working | ✓ |  |  |
| ## Shift work/night work/on call duties | N/A |  |  |