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| Last updated: | March 2025 |

**JOB DESCRIPTION**

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| Post title: | **Mechanical Engineer (Projects)** | | |
| Standard Occupation Code: (UKVI SOC CODE) |  | | |
| School/Department: | Estates & Facilities | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| Posts responsible to: | Head of Mechanical (L5) | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based (with Hybrid working) | | |

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| Job purpose |
| Provide technical support and advice to projects, acting as a key point of contact on project planning, preparation, prioritisation, co-ordination and delivery of mechanical engineering projects and programmes, including – planned works, long term maintenance, renewal programmes, one-off projects, and installations.  Manage Reactive Maintenance and some Minor Works as directed by the Senior Mechanical (Projects) Manager or Head of Mechanical, ensuring compliance with specifications, cost estimates and timescales; manage project budgets. Liaise with departmental representatives and building users in the planning of works.  Provide engineering expertise to advise and support the delivery of infrastructure projects, and work-streams, developing design standards, advising on their specific project requirements for these standards, liaising with other Engineering or Infrastructure colleagues, project teams, external developers, partners and consultants.  Ensure that project handover is completed with full documentation, training, induction and witnessing, including advising the AD of Infrastructure of any budget changes prior to handover that operational team will require, feeding into the wider Estates & Facilities business planning process.  Respond as necessary to identify and manage the resolution of reported breakdowns, faults and problems. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Working with Senior Projects Managers and Head of Mechanical/Electrical ensure that engineering technical standards for design and maintenance follow industry best practice and that mechanical projects optimise plant life cycle and practical maintainability.  Draft minor project briefs and documentation, specifications and service standards; manage tender process, service delivery and the performance of service providers, including contractors and DLO as appropriate.  Plan, prioritise, coordinate the delivery of electrical projects/tasks; liaise closely with other professional & technical staff within E&F to ensure coordinated, effective, customer focused solutions and delivery.  Undertake feasibility studies and prepare project briefs, early design & cost estimates, preparing drawings, drafting specifications, schedules of work and feasibility reports. | 35% |
|  | Liaise and work collaboratively with Project, Sustainability and Health & Safety teams to provide technical advice/support and the development/application of design briefs, technical standards etc. Ensure that environmental issues are effectively considered as an integral part of mechanical engineering projects including sustainable design and product selection, energy/water conservation and site waste minimization. | 30% |
|  | Manage/undertake inspections, surveys, risk assessments, feasibility studies and diagnostic fault finding and initiate appropriate actions; establish the most practical and effective resolution of problems.  Coordinate and oversee completed work and pre-handover testing, inspecting and commissioning. | 15% |
|  | Ensure the accurate and timely compilation and maintenance of essential records and data; maintain relevant records, inputting data to systems as required; assist in the compilation of detailed asset registers. | 10% |
|  | Support and advise on the resolution of maintenance/engineering problems, including incident investigation and root cause elimination; establish and coordinate appropriate courses of action for remedial works.  Respond as necessary to identify and manage the resolution of reported breakdowns, faults and problems | 5% |
| 6. | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Key contacts include:   * E&F Directorate, Building Occupant Representatives (Building Managers) * Project Management teams * Operational maintenance teams * CAFM/Helpdesk teams * H&S and Sustainability teams   Key stakeholders include:   * Departments and building users * External service providers * External consultants, specialists and contractors |

| Special Requirements |
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| Frequent site visits and work inspections throughout the estate. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement to degree level with an appropriate construction related professional qualification  Experience of carrying out feasibility studies and preparing detailed project briefs.  Experience of managing construction and refurbishment projects in occupied premises.  Experience of preparing CAD/technical drawings, writing specifications and schedules of work.  Experience of appointing and managing contractors.  Experience of managing project budgets, cost control and reporting.  Experience of working directly with end- user clients. | Relevant engineering qualification and professional membership e.g. CIBSE, | Application form |
| Planning and organising | Experience and proven ability to plan and coordinate technically complex projects. |  | Application form & interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.  Ability to investigate and resolve complex technical problems such as plant breakdowns and faults |  | Application form & interview |
| Management and teamwork | Abillity to manage and coordinate a team of internal and external specialists.  Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork |  | Application form & interview |
| Communicating and influencing | Able to give clear written or verbal, information amd instructions.  Able to formulate development plans for own staff to meet required skills. |  | Application form & interview |
| Other skills and behaviours | Good planning and organisational skills |  | Interview |
| Special requirements |  |  | 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 |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |