

## **JOB DESCRIPTION - CITY DEVELOPMENT**

### **IDENTIFICATION**

Post Title:	Building Services Technician - Mechanical	Post Ref:	
Section:	Building Surveying Services	Grade:	5-9
Responsible to:	Senior Building Services Technician (Mechanical)		
Responsible for:	Trainees within the Building Services (Mechanical) Team		

### **JOB PURPOSE**

To provide a consultancy service for mechanical engineering to the Council, its service departments and to external public agencies, as directed by the Team Leader - Building Surveying Services.

To assist with design, administer and co-ordinate mechanical services on City Council corporate contracts and projects, from inception to completion and carry out management responsibilities in areas as directed by Team Leader and Senior Building Services Technician (Mechanical) - Building Surveying Services.

To represent the Team Leader and Senior Building Services Technician (Mechanical) - Building Surveying Services on construction projects and maintenance services projects emanating from the Division, to ensure compliance with maintenance and design specifications, materials and workmanship standards.

### **PRINCIPAL WORKING CONTACTS**

Head of Design and Property, Property Manager, Team Leader and Senior Building Services Technician (Mechanical) - Building Surveying Services and staff that form the Building Surveying Services team, including Property Officers, Building Surveyors, Building Safety Officers, Mechanical and Electrical facilities management and Clerk of Works.

Professional and Technical Staff within the Architectural Services Team.

Staff at all levels of the City Development Department together with Client Service Departments, other Councils, outside agencies and consultancies, general public, etc, in relation to work carried out.

Senior Officers of the Council.

### **MAIN DUTIES**

Set up, manage and monitor a range of mechanical building services contracts works relating to capital & minor works, maintenance and domestic projects including any of the current Health and Safety Contracts.

As required, supervise Trainee staff employed on services design, maintenance and installation projects ensuring that acceptable professional standards and performance levels are set and maintained.

In relation to the overall plans and priorities of the Division, set objectives and agree work targets with the Senior Technician and or Building Surveying Team leader, monitor progress and take appropriate corrective action, as required.

### **Professional/Technical**

Provide Technical and Professional advice to the Design and Property Department, other Council Departments and external public agencies, as appropriate.

Maintain close liaison with principal working contacts in the Department, the Council and other relevant agencies, utilities and authorities.

Assist with design of mechanical building services revenue works, and developing the design to best meet Client requirements.

Prepare or assist in the preparation of preliminary and detailed designs for mechanical service installations and replacements, incorporating necessary energy efficiency and sustainability measures.

As required taking brief from Client Department, prepare of sketch proposals, assist with probable cost production and other estimates in collaboration with Quantity/Building Surveyor.

Prepare or assist with final designs, contract drawings, specification, etc, as required and assist with procurement of projects including assessment of pre-qualification questionnaire and tender submissions.

Carry out supervision, contract administration and quality control of a wide range of Mechanical installation work.

Carry out duties which may include Project Management, CDM Co-ordination (including preparing Pre-Construction Information), reviewing Construction Phase Plans and reviewing and highlighting concerns with any Risk Assessments and Method Statements. Partnering Facilitation, Quality Management, Environmental Management or other areas of major responsibility in regard to the service provided by the Division.

Ensure that work carried out complies in all respects with the relevant requirements of the Health and Safety at Work Act, its associated regulations, including the Construction (Design and Management) Regulations and the Department's Health and Safety Manual. Assisting in the maintenance and enforcement of the Division's Health and Safety policies.

Ensure that all procedures adopted in conducting the work of the Corporate Contact Team comply in all respects with the Department's Quality Management System.

Set up, manage and monitor a range of mechanical building services maintenance contracts (including Health and safety contracts), ensuring planned and responsive maintenance is carried out efficiently and effectively.

Set up, manage and monitor a range of minor works and revenue projects from inception through to commissioning, handover and defects monitoring.

As directed, assist in the preparation of policies relating to sustainability and Energy Conservation.

Representing the Head of Design and Property at Council and other meetings as required.

Implementation of the Council's policies as relevant to the Division.

Arrange the undertaking of surveys in accordance with briefs from clients or other instructions from the Senior Technician, Building Surveying Services Team Leader, Property Manager and prepare any reports and statements which may be necessary.

Assist with the monitoring and analysis of defects and breakdowns and liaise with the appropriate officers and staff in preparing recommendations for plant replacements, new installation and improved maintenance methods and materials.

Undertake any relevant duties and responsibilities required by the Senior Technician, Team Leader Building Surveying Services, Property Manager, Head of Design and Property and the Executive Director of City Development.

Respond to call outs out with normal working hours in emergency situations. Participate in the rota to provide 24hr call out to all Council Properties.

### **Personal**

Responsible for undertaking training, including CPD, as required and agreed by the Council and the postholder's line manager

### **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

## PERSON SPECIFICATION

POST TITLE: Building Services Technician (Mechanical)

DEPARTMENT/SECTION: Design & Property / Building Surveying Services

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	HNC/HND in Building Services Mechanical Engineering, or equivalent in relevant field, or an advanced/technician plumber/heating engineer with relevant experience in a facilities management background	Working towards or attained status as Engineering Technician with membership of IET or CIBSE.	Application Interview Check Qualifications
RELEVANT WORK/OTHER EXPERIENCE	Maintenance experience in Mechanical Services  Contract Administrator on projects.  Knowledge of Health & Safety legislation, including CDM.  Good understanding of Energy Efficiency measures  Up to date knowledge of technical standards in Mechanical Services	Experience of partnering.  Knowledge of Building Services legislation.  Design experience in Mechanical Services	Application References Interview
PARTICULAR SKILLS/ABILITIES	Ability to operate & contribute within a multi-disciplinary team  Ability to manage and co-ordinate Mechanical maintenance  Ability to work with minimum supervision  Effective Time Management to achieve project objectives.  Project programming  Good report writing skills.  Computer literate with working knowledge of Microsoft Office suite.	Ability to work with people in other disciplines and deal directly with clients  Ability to lead project teams either Mechanical or multi-disciplinary  Supervisory management skills  Ability to apply sustainability measures and initiatives within maintenance and construction projects.  Experience of building information modelling (BIM) process.  Proficient use of design software including Autocad LT and NBS	Application References Interview Test if Necessary

PERSONAL QUALITIES	<p>Good communicator and team worker.</p> <p>Flexible</p> <p>Resourceful with problem solving abilities</p> <p>Ability to work individually or in a multidiscipline team.</p> <p>Ability to coach and develop other staff.</p> <p>Strong customer focus</p>	<p>Capacity to assist in management of Division.</p> <p>Progressive Outlook.</p>	Application References Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	<p>Ability to undertake site visits and surveys, including working at height and in confined spaces.</p> <p>Flexible approach to working hours and capacity to work unsociable hours if required.</p> <p>Commitment to producing quality service/product within budget and time scale.</p> <p>Respond to call outs out with normal working hours in emergency situations.</p> <p>Participate in the rota to provide 24hr call out to all Council Properties.</p>	Driving licence (Level 3)	Application References Interview