JOB DESCRIPTION

JOB TITLE: Mechanical Services Surveyor/Engineer
POST NO:

SERVICE: Facilities Maintenance
SALARY/GRADE: Band 8 SCP

RESPONSIBLE TO: Senior Building Surveyor

MAIN PURPOSE OF POST:
Delivering a repairs and maintenance service, reactive, planned and statutory compliance works such as legionella, Gas, Heating, Ventilation, plumbing and air condition maintenance.

The role consists of procuring and managing contractors to undertake these works on behalf of Chesterfield Borough Council, including producing maintenance plans and schedules of works.

The maintenance works will be primarily on Non housing properties which consist of operational properties, sports centres, venues, corporate, industrial and commercial premises and offices.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1. Diagnose and investigate faults to Mechanical Services installations and procure contractors to rectify those faults in a safe and cost effective manner.
2. Prepare Design/specifications/tender documents in respect of Mechanical Services installations for Capital, Planned and Reactive works.
3. Undertake Contract Management, including preparation of valuations, contract supervision on site agreeing and authorising interim and final account payments
4. Undertake condition and safety Surveys, prepare written reports to a professional standard and implement the findings of those surveys into long term maintenance plans.
5. Assist with budget preparation and monitoring of expenditure in respect of Responsive and Planned maintenance work.
6. Play a pro-active role in the design and implementation of energy savings schemes in Council Properties including feasibility studies and assist the energy officer with their implementation.
7. Manage and monitor the Council’s Building Energy Management systems. Including diagnosing operational faults and adjustments to reflect the operational requirements of the sites.
8. Issue works orders, supervise work, ensure Health and Safety compliance of contractors, and check quality of work, invoices and monitor expenditure.
9. Ensure and maintain an effective control and compliance regime across CBC premises
in respect of all mechanical services, including Legionella, Gas, Air conditioning, ventilation, plumbing, sprinkler systems etc.

10. Ensure that a full Legionella management system is in place in respect of all Council properties, sufficient to meet current legislative requirements.

11. Give advice to Council officers, members of the public, Council Members, and other interested parties in relation to all matters relating to mechanical services.

12. Liaise with Utility Suppliers in respect of new and existing supplies. Process documentation for the installation of new supplies/upgrades/disconnection and provide a prompt response to supply interruptions.

13. Provide Support to the Energy Officer with investigations into Utility Supplies, meter readings, cases of high consumption etc.

14. Contribute and provide support to the FM team

GENERAL:

1. At all times carry out duties and responsibilities to comply with Council policies and procedures.

2. The duties of this post may involve working at any Council building or facility.

SPECIAL FEATURES OF THE POST:

1. Response to emergency or urgent situations regarding Mechanical Services issues outside normal working hours as required.
PERSON SPECIFICATION

JOB TITLE: Mechanical Services Engineer

SERVICE: Facilities Maintenance

POST NO: Service

SALARY/GRADE: Band 8

RESPONSIBLE TO: Senior Building Surveyor

SKILLS / KNOWLEDGE / ABILITIES

Essential:

1. Ability to design, specify and supervise all aspects of mechanical services work including: heating, ventilation, air conditioning etc.
2. Detailed knowledge of complex services installations.
3. Ability to check, diagnose and correct faults within complex services installations.
4. Ability to assess and interpret mechanical services energy requirements of buildings and associated equipment and appliances.
5. Ability to identify and undertake detailed feasibility studies into energy saving proposals
6. Ability to interrogate, monitor and undertake basic programming of Building Energy Management systems including works to outstations and control equipment
7. Ability to check and supervise mechanical services installation, repair and maintenance works
8. Interpersonal skills
9. Organisational skills
10. Negotiating skills
11. Computer literacy and numeracy skills
12. Knowledge of CDM Regulations, relevant British Standards Approved Codes of Practice, Building Regulations and appropriate regulations in respect of mechanical services installations and testing, including legionella and Gas.
13. Ability to work under pressure
14. Good team working capabilities
15. Good working knowledge of H & S implementation on sites/contracts

Desirable:

1. Knowledge of Local Authority procedures and practices
2. Detailed working knowledge of TREND Building Energy management systems
3. Knowledge of lift installations

EXPERIENCE:

Essential:  
1. Specification and report writing  
2. Preparation of tender documents/specifications and contract administration  
3. Preparation and evaluation of Health and Safety risk assessments  
4. Supervision of contractors\operatives on site putting contractors to work in regards to Health and Safety.  
5. Mechanical services fault diagnosis  
6. Building energy management systems

Desirable:  
1. Work in a multi-disciplinary local government environment

QUALIFICATIONS / TRAINING

Desirable:  
1. HNC or Equivalent in Building Services  
2. Detailed knowledge of current codes of practice relating to mechanical services, relevant British Standards and Statutory requirements  
3. Qualified ACOPS sections 1-15 (current)  
4. IOSH or SSMTS  
5. Chartered Institute of Building Services Engineers (CIBSE)  
6. City and Guilds in Mechanical Engineering  
7. TREND Building Energy Management system operator training.