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**Job Description**

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| **Job title:** | Building Services Engineer (Mechanical Bias) |
| **Department/School:** | Department of Campus Infrastructure |
| **Grade:** | 7 |
| **Location:** | University of Bath premises |

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| **Job purpose** |
| Working as part of a team of engineers, the post holder will manage the services provided by the Mechanical Services Section including operational and maintenance services.  Using their knowledge and expertise they will ensure that mechanical services, plant and equipment are operated and maintained safely, efficiently, reliably, and compliant with relevant legislation.  They will evaluate, analyse, and diagnose system faults and failures to affect a rapid return to service to safeguard business continuity. |

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| **Source and nature of management provided** |
| Head of Engineering Services |

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| **Staff management responsibility** |
| The post holder will hold no staff management responsibilities |

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| **Special conditions** |
| **Out of Hours On-Call Duties**  As a Duty Manager the post holder is required to participate in the 24-hour call-out rota for a seven-day period approximately every 13 weeks to manage out of hours emergencies. If necessary, this may require a return to work at short notice. An additional allowance of 3% of salary and travel expenses is paid for this  **Transport and Availability**  The post holder shall hold a valid driving licence, and have appropriate independent means of transport, living no further than one hour’s maximum journey time to the University.  The post holder may be required to access plant and equipment operating at ambient or high temperatures, at height, in cramped plant rooms, confined spaces and areas of restricted access, indoors or outdoors at any time of the year. |

| **Main duties and responsibilities** | |
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| 1 | Working as part of a team of engineers, who are responsible for the operation and maintenance management of key mechanical services including, but not limited to:   * LTHW Boilers and District Heating System * Satellite boiler houses and heating systems * Water storage and boosting plant * Hot water generators and heat exchangers * Hot and cold-water plant and services * Compressed air systems * Gas and water infrastructure * General ventilation plant and systems * Laboratory extract plant and fume cupboards * Internal plumbing & drainage * Solar heating systems * CHP Plant * Medical Gases * Fire dampers * Other building services safety systems |
| 2 | Working with the Head of Engineering Services, other Campus Infrastructure engineers and Project Managers, the postholder will take a lead role in developing and managing a planned maintenance programme for mechanical and associated services including legislation compliance, utilizing specialist contractors and In-house maintenance staff. |
| 3 | The Mechanical Services Engineer will be responsible for key areas of legislation compliance.  The post holder will work in collaboration with the Head of Engineering Services, Compliance Safety and Information Manager and Legionella Manager on the management and development of the water hygiene compliance strategy, utilising in-house staff, specialist contractors, and external consultants.  Working with and supported by the Campus Infrastructure team, this role will require developing and managing adequate compliance strategies for ventilation systems, water regulations, fire regulation, and gas networks and services. |
| 4 | The post holder will be required to:   * Add and update assets on the Department’s PPM database. * Schedule and issue PPM work to craft supervisors or specialist contractors. * Contribute to the preparation, writing, and management of planned maintenance service contracts. * Assist in planning, preparing, and producing maintenance and project budget reports. * Prepare and write service specifications. * Undertake procurement of parts and services as required. * Maintain and update the sections operations documents. * Provide engineering related advice and consultation for new build and refurbishments projects to client departments as necessary. * Maintain regular communication with the Building Management System Supervisor, relating to faults, failures or possible enhancements or modifications to engineering services, controlled and monitored by the BMS system. |
| 5 | Working with the Head of Engineering Services and Campus Infrastructure team, the post holder will be required to:   * Plan and implement cost-effective planned and reactive maintenance strategies to cover all services managed by the Mechanical Services Section. * Review those maintenance strategies on a regular basis and devise maintenance programmes to ensure compliance with statutory requirements and good practice. * Develop Engineering excellence and best practice techniques for all building services maintenance and assist in the development and implementation of Service Level Agreements with client departments. * Devise long term maintenance and legislation compliance programmes for mechanical building services and implement them where necessary. * Undertake cost estimates and feasibility studies, either directly or via others, and prepare detailed management reports from such studies. * Prepare and write suitable contract documentation for maintenance and service works and obtain quotes and tenders in compliance with the University’s financial and purchasing regulations. * Prepare and write risk assessments and work method statements. * Ensure that all maintenance works are carried out in compliance with current Health & Safety regulations, including ensuring risk assessments are in place and all works are monitored and controlled. |
| 6 | In carrying out these core duties the post holder will frequently be required to access plant and equipment operating at ambient or high temperatures in areas at heights, in cramped plant rooms, confined spaces and areas where access is restricted. Work may be indoors or outdoors at any time of the year. |
| 7 | The post holder will be required to liaise with professional and craft staff within Campus Infrastructure, with academic, professional, administrative and technical staff in all areas of the University, with students, and with external Insurance surveyors, contractors, suppliers, specialist service providers and engineering consultants. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of university guidance. | |

**Person Specification**

| **Criteria** | **Essential** | | **Desirable** |
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| **Qualifications** |  | |  |
| HNC / HND in Mechanical/Plant Maintenance or Building Services Engineering **or** equivalent qualification.  Driving licence.  Professional qualification/membership of relevant organisations: eg, CIBSE/Institute of Mechanical Engineers.  Accredited Legionella Control qualification.  IOSH/NEBOSH. | **✓**  **✓** | | **✓**  **✓**  **✓** |
| **Experience/Knowledge** |  | |  |
| Substantial experience in building services engineering, with a strong operational background in modern mechanical building services systems.  Substantial experience in building services engineering maintenance management.  Electrical building services knowledge.  Working knowledge of CAFM (Computer Aided Facilities Management) Systems.  Working knowledge of (BMS) Building Management Systems.  Experience of the operation and maintenance of commercial or Higher Education building services and equipment or similar.  Suitable knowledge of heating, DHW & cold-water services, internal drainage, and other piped services found in large commercial buildings.  Suitable knowledge of the operation and maintenance of ventilation systems including supply and extract air handling plants.  Experience of management, supervision or instruction of craft staff and specialist contractors.  Working knowledge of laboratory waste systems, steel pipe work fabrication and plastic piping systems.  Experience of operating and maintaining CHP plant and solar heating systems. | **✓**  **✓**  **✓** | | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |
| **Skills** | |  |  |
| Ability to fault-find, analyse, and advise remedial works resulting from operational faults or failures, on building services plant equipment and systems.  Ability to clearly describe and communicate situations that require remedial actions by others.  Ability to write and produce clear and concise reports, specifications and instructions.  Ability to interpret situations that require a prompt response and take the appropriate action.  Ability to readily establish work priorities and allocate accordingly.  Good communication and motivation skills. | | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |
| **Attributes** | |  |  |
| Self-motivation, and ability to work on own initiative.  Ability to work as part of a team.  Ability to liaise effectively with craft staff managers, specialist engineers, and other professionals in a wide range of disciplines.  Willingness to be flexible and adapt to changing priorities. | | **✓**  **✓**  **✓**  **✓** |  |