

## **JOB DESCRIPTION**

**Department:** Property & Building Services

**Location:** Magdalen House / Agile

**Division:** Building Services

**Post No:**

**Team:** Mechanical & Electrical Design / Maintenance

**Post:** Mechanical Services Engineer

**Grade:** I

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**Responsible to:** Senior Mechanical & Electrical Services Engineer.

**Responsible for:** The post holder will normally be expected to have responsibilities for the management and / or supervision of support staff and associated projects.

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### **Job Purpose:**

Supporting the Senior Mechanical & Electrical Services Engineer in the delivery of Mechanical services Capital Works, Planned Maintenance projects and Statutory compliance programmes for the Council's corporate and education property portfolios. The post holder will take responsibility for the delivery of their own projects and work proactively and innovatively as part of a design team and provide high-quality Professional / Technical support to our broad client base. The post requires the regular provision of support and advice to the Councils maintenance teams in respect of day-to-day reactive maintenance repairs and issues arising there from.

### **Main Duties and Responsibilities:**

1. As directed undertake planned maintenance, minor works and capital projects. Identify and understand scheme requirements and outcomes, develop a design brief, drawings and specification. Conduct and record on site surveys, interpret client requirements, and develop effective, imaginative, and innovative solutions in both a timely and costs effective manner.
2. Respond to reactive maintenance requirements and assess the most appropriate course of action, specific to individual circumstances. Inspect and identify work requirements, prepare estimates, and provide advice to client, prepare specification and drawings as necessary, seek tender / quotations and manage delivery of the necessary works.

3. Take on mechanical designs associated with minor building works and alterations delivered by the maintenance team. Ensure that the Mechanical service installation requirements are identified and clearly understood, identify, and develop effective, imaginative, and innovative design solutions to meet the scheme requirements in a cost-effective manner.
4. Assist in the development and management of annual planned maintenance, servicing, repair and testing and inspection works (including associated remedial works) to support the Council's Construction Services and Compliance Officer in ensuring the Council's compliance with its statutory obligations.
5. Within overall procedural framework develop and maintain systems and processes to ensure that the individual scheme objectives are met, and that financial resources and risks are identified and effectively managed.
6. Provide professional and technical support to the Property and Building Services teams in relation to all mechanical engineering matters.
7. Where required the post holder will appoint, manage and monitor design consultants in delivery of mechanical services. Monitor contractor's performance ensuring that all works meet with specified requirements & conform to all relevant legislation. Ensure all new Mechanical services meet with the current and practical requirements of all relevant British Standards and Codes of Practices.
8. Undertake surveys and investigations, and prepare reports related to building Mechanical engineering and environmental engineering service matters. Identify issues and options and make recommendations as to the most appropriate course of action.
9. Identify potential invest to save opportunities, provide advice on Energy Conservation Works and Decarbonisation opportunities to the wider service teams.
10. Assist in the implementation of effective employee relations practices and undertake appropriate personnel training in order to support the provision of competitive, high quality Mechanical engineering services.
11. Ensure that procedures for compliance with Construction Design and Management (CDM) legislation are developed and maintained.
12. Provide technical support and advice to the Council's elected Members, senior officers, and partners, as appropriate.
13. Represent the Council at meetings, consultation events, public enquiries, etc and support regional and sub-regional working in the interests of the Council.

## **Special Conditions**

A casual car user's allowance is available. The post holder must hold a current driving licence and Suitable business use Insurance when using own vehicles on Council Business.

## **General**

The post holder will be expected to work flexibly, and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe, and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All members of staff are responsible for the implementation of the Health and Safety Policy, so far as it affects them, their colleagues and others who may be affected by their work or actions. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe, and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

All staff will undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

**Prepared By:** Gary Evans

**Designation:** Senior Mechanical & Electrical Services Engineer

**Date:** 13/1/2025