

PERSON SPECIFICATION

Post: Mechanical Services Engineer

Post No.

Department: Property & Building Services

Division: Building Services

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Qualified to at least HND/HNC level in Building Services Engineering	E	AF/C/I
Use of Auto Cad 2D Computer aided design (CAD) ideally with a relevant qualification	E	AF/C/I
Educated to degree level in Building Engineering Services.	D	AF/C/I
Legionella Awareness, City & Guilds certified	E / D	AF/C/I

<p><u>EXPERIENCE</u></p> <p>Extensive post qualification experience in a wide range of Mechanical services as a Services Design Engineer. Minimum experience 5 years</p> <p>Experience in the design of all aspects of building service HVAC installations.</p> <p>Experience in ensuring the efficient energy performance of installations in use and considering sustainability in their design.</p> <p>Experience in the identification of mechanical systems defects and the identification and development of rectification proposals, for day-to-day maintenance / breakdown issues.</p> <p>Experience of managing mechanical systems installations, project management, contract management / administration and contractor supervision, procurement and site supervision.</p> <p>Experience in being accountable for project and programme budgets.</p> <p>Experience in the identification and effective management of risk associated with design and maintenance of all building related mechanical systems.</p> <p>Experience in the preparation, review, and tendering of annual planned / reactive maintenance specifications.</p> <p>Experience of working as part of, and leading, when necessary, a multi-disciplinary team.</p> <p>Experience in the use of Computer aided design (CAD) and other relevant design tools / software, pertaining to building related mechanical services.</p> <p>Experience in the use of Microsoft office suite and other associated software pertinent to the role.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/C/I</p> <p>AF/C/I</p> <p>AF/C/I</p> <p>AF/C/I</p> <p>AF/C/I</p> <p>AF/I</p> <p>AF/C/I</p> <p>AF/C/I</p> <p>AF/I</p> <p>AF/C/I</p> <p>AF/C/I</p>
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<u>KNOWLEDGE/SKILLS/APTITUDES</u>		
<p>Knowledge</p> <p>The post holder must possess an advanced level of theoretical and practical knowledge across the area of Mechanical design (related to buildings) including, installation, maintenance and all associated repairs.</p> <p>The post holder must have a detailed knowledge of the processes and procedures necessary to effectively manage the Mechanical service design and installation process from inception to completion on a variety of projects and building types.</p> <p>The post holder requires knowledge of building service installation defects, how these may manifest themselves and what is the most appropriate course of action in rectification.</p> <p>The post holder requires a good working knowledge of mechanical system, their integration into buildings and their impact on other related professional building construction disciplines.</p> <p>The post holder requires a working knowledge of utility provider's policy and procedures for obtaining new supplies, upgrades, alterations, and the like.</p> <p>The post holder requires a working knowledge of the planning process, building regulations and other legislation relevant to building construction and building mechanical systems.</p> <p>The post holder requires a working knowledge and competent skills in the use of 2D AutoCAD.</p> <p>IT literate and experience of software packages e.g., Word, Excel, etc including bespoke packages i.e., Autodesk, NBS and Hevacomp software.</p> <p>The post holder should be able to produce budget cost estimates for capital or revenue funded building related mechanical services work.</p> <p>The post holder should have a working knowledge of the CDM 2015 regulations, and other guidance / regulatory requirements.</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>AF/I</p> <p>AF/C/I</p> <p>AF/I</p> <p>AF/C/I</p> <p>AF/I</p> <p>AF/C/I</p> <p>AF/C/I</p> <p>AF/I</p> <p>AF/C/I</p>

<p>The post holder requires detailed knowledge of the associated Council organisational policies, practices and procedures or an equivalent level of organisational, procedural and policy knowledge.</p>	<p>D</p>	<p>AF/I</p>
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<p><u>Skills</u></p> <p>The post holder must possess Mechanical design skills and the ability to develop innovative and effective design solutions for all Building assets.</p> <p>The post holder must possess the skills and ability to advise on all planned, reactive maintenance and Statutory Compliance issues, pertaining to all building assets.</p> <p>The post holder requires good communication skills in order to communicate effectively with clients, consultants, contractors and others and to organise, encourage and motivate other staff and peers.</p> <p>The post holder must be able to make informed decisions and communicate those decisions to peers, senior staff, and various clients in a clear and concise manner.</p> <p>The post holder requires a good level of presentational skills - whether drawn, written, digital or oral.</p> <p>The post holder requires the ability to develop sustainable relationships and foster partnership working.</p> <p>The post holder is required to demonstrate effective budgetary control.</p> <p>The role requires dexterity, co-ordination, or sensory skill, where there are high demands for precision in the use of these skills.</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>AF/C/I</p> <p>AF/C/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
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<p><u>Aptitudes</u></p> <p>The post holder must work to and within Council policies and procedures. The work involves using discretion and own initiative over a very broad area of activity, with little access to others. The job is subject to general managerial direction.</p> <p>The post holder will be required to work for lengthy periods of concentrated mental attention and considerable levels of work-related pressure from deadlines, interruptions, or conflicting demands on the job holder.</p> <p>The post holder will be required to work effectively in co-operation with a wide range of internal departments and external bodies including both statutory and non-statutory organisations.</p> <p>The post holder will be required to have a commitment to working to high standards of customer care and delivering a quality service in a responsive and customer orientated environment.</p> <p>The role involves contact and work which through circumstance and behaviours by 3rd parties, place emotional demands on the job holder.</p> <p>The post holder will have direct responsibility for financial resources. The work involves being accountable for expenditures from agreed and approved budgets. The responsibility includes contributing to the setting and monitoring of budgets.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
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SPECIAL REQUIREMENTS

The post holder may be expected to attend meetings outside of normal working hours

D

AF/I

The post holder may be required to participate in the Councils emergency planning.

D

AF/I

The post holder will be required to attend projects on site within the working day and on occasion outside normal working hours. With some exposure to disagreeable / confined / unpleasant or hazardous environmental working conditions.

E

AF/I

Must be able to travel independently over a wide geographical area if required.

E

AF/I

The post holder will require a full driving license

E

AF/C/I

Prepared by: Gary Evans

Date: 13-1-2025

AF = Application Form
C = Certificate
I = Interview
T = Test
P = Presentation