

# City of Wolverhampton Council

## Job Description

<b>Job title:</b>	Senior Maintenance Engineer (Mechanical)
<b>Directorate:</b>	Economy
<b>Service:</b>	City Assets
<b>Location:</b>	Any suitable location within the City of Wolverhampton
<b>Workstyle:</b>	Flexible
<b>Responsible to:</b>	Maintenance Programme Manager
<b>Grade:</b>	Grade 7

### Job Purpose and Role:

In conjunction with the Maintenance Programme Manager to plan, prepare, implement and monitor the council's repair (planned and emergency's), maintenance and various clients capital maintenance plan yearly works programmes to meet corporate and client requirements and to ensure that all statutory requirements are complied with such as energy, gas, combustion equipment, water, heating, legionella, Asbestos, lift inspections and that compliance is maintained in accordance with the current health and safety regulations, where appropriate. With the ability to deal with complex range of knowledge, within the new works, ventilation, cooling and maintenance engineering discipline.

1. Undertake building services inspections, measured and condition surveys to provide detailed information and plans on a range of maintenance tasks and for inclusion in the council's Asset Management Database. This will involve all assets under Corporate Landlord (including the Civic Centre).
2. To manage/supervise the work of the whole City Engineering team and other technical, financial, admin and trainee staff, including internal and external consultants and contractors, in the provision of the service.
3. To operate fire protection systems (where required) and assist in fire evacuation and disabling via the "Hot Work" permit process.
4. To assist in development of the council's Asset Management Planning processes and identification of prioritised programmes of maintenance and minor works schemes.
5. To manage the statutory servicing and inspections of gas equipment, combustion plant, cooling plant and lifts, organise and manage legionella

prevention procedures and retain certificates for the legally required period. On all the buildings that the City Council, own lease and occupy.

6. To plan and manage the replacement, being involved directly, with a wide range and variety of the mechanical plant and equipment under the control of the City Council. This plant has an asset replacement value of sum £550 million pounds. Undertake the role of Principal Designer in accordance with the Construction (Design & Management) Regulations 2015.
7. Ensure that an adequate stocks of spares parts and materials is maintained for routine maintenance and repairs to be carried out.
8. To manage individual contracts and groups of contracts, undertaking regular and planned meetings with clients, headteachers and managers to develop and monitor work programmes and budgets. This will involve working with individual external consultants or strategic partner.
9. To manage the development and implementation of technical requirements for framework contracts for servicing and testing, including specifications and assessment criteria, and the development of schedules of sites and equipment.
10. To undertake a range of tasks in relation to management of individual projects for planned maintenance, alterations and refurbishment to include:-

Developing the project brief with the client.

Undertaking feasibility study and budget estimates.

Preparing tender documentation including manual and computer aided design drawings and specifications.

Overseeing tender procedures and evaluation of tenders.

Site supervision and issuing of variations.

Preparation of certificates for payment and agreement of final accounts.

Contract management and control of expenditure within budget and on time.

11. To lead and liaise with other managers and professionals on multi-disciplinary projects to ensure an integrated and seamless approach to service delivery.
12. To diagnose building services defects and identify solution of them in conjunction with either the client, responsible budget holders or act as the Technical budget holder for the building on behalf of the City Council.
13. In relation to damage through fire or other dangers, discuss clients requirements and agree scope of work to be provided:-  
  
Inspect the site and record the extent of damage.  
Identify the need for and arrange temporary works.  
Prepare estimate cost of repairs/replacement and liaise with loss adjusters.  
Implement remedial works as item 10.
14. Assist in preparing on behalf of the landlord a schedule of dilapidations as specified under the terms of a lease. Inspecting and approving on behalf of the council as landlord or tenant any works carried out.

15. To maintain up-to-date knowledge relating to legislation and case law affecting property maintenance including Building Regulations, Gas, Water and Legionella, Electrical Regulations, Planning Legislation and the Construction Design and Management regulations.
16. To carry out response maintenance, process and monitor repairs from order to completion through various term contracts.
17. To assist in keeping condition surveys and plant records up to date following completion of works.
18. To assist the Service Manager in developing initiatives to improve service delivery for maintenance services in accordance with national and corporate good practice guidelines.
19. 24 Hours Call-Out cover- The post holder will be required to attend emergency call-outs across the City.
20. To act as the "Responsible Person", under the HSE ACOP L8 guidelines for the buildings' water systems to avoid legionella bacteria colonisation. This will include the management and operation for the water hygiene testing & monitoring regime for the building. Able to interpret the findings of the various test samples taken to trim the plants operation to avoid danger to the building, its users or the public in Wolverhampton.
21. Manage the "Control of Substances Hazardous to Health" COSHH implications for the City Engineers.
22. To monitor and control the Ventilation system hygiene in accordance with specialist advice and the ACOP.
23. Control, register and manage all contractors sent to attend the various city buildings on behalf of the Mechanical maintenance team.
24. Check through method statements and risk assessments issued by contractors, intending to work on the various City sites, on behalf of the mechanical maintenance team.
25. Carry out appraisal of design alterations or modifications that are put forward at time to times, by outside designers.
26. Carry-out Design calculations for alterations of the various mechanical systems for the City Council and carry out technical supervision of maintenance, alteration and modification of works to the various systems, controls and related services for any of the building on the assets register.
27. Preparation of specifications and manuals, using any industry standard software, adopted by the Council.
28. Preparation of details through, programmes of work, drawings/layouts using existing recording systems in place and any other appropriate industry

standard software adopted by the Council and so maintain the existing records

29. Application of computers and the various Building Management System to control and trim the sites various mechanical systems.
30. To be the “Responsible Person”, trained to supervise, control and manage the passenger lifts that form part of the building on the assets register.
31. To operate a computerised building management system, in order to produce statistical records and efficient running of the heating and ventilation plant within the buildings, and advice on the best “Trimming” of the system to ensure the best efficiency of the system is maintained.
32. Liaison with other specialist professional disciplines in relation to the building, Heads of Service in and around the Buildings.
33. Preparation of orders, using the SAM and ELF computer systems, combined with approval of contract invoices, time claims and general financial control of contract works.
34. Be responsible for the expenditure of the Repair and Maintenance Budgets, with discussion and agreement of the Maintenance Programme Manager. Ensuring that the Council's standing orders are complied with, particularly in relation to the obtaining of quotations or tenders for works.
35. The preparation of information/reports in support of the Maintenance Programme Manager.
36. Ensure appropriate liaison with the staff of other Divisions within the Service Group and other Service Groups of the Council and its partners, other statutory bodies and agencies to ensure the competent management and execution of the Council's business.
37. Be a responsible person to switch the high voltage switch gear in the Civic Centre (if required) so that the building can re-utilized quickly and efficiently
38. To co-ordinate the on-site management and supervision of staff carrying out the works in the building, through issuing and monitoring “Safe Systems of Work “ for example to include hot working, roof access and drilling permits.
39. To act in accordance with the Council's Constitution and other Codes of Conduct.
40. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
41. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management

Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.

42. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
43. To participate in the wider development of the service and contribute to service improvement as required.
44. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
45. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
46. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

## City of Wolverhampton Council

### Person Specification

**Job title:** Senior Maintenance Engineer (Mechanical)

Factors	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Degree in Mechanical, Electrical or Building Services Engineering - NVQ, Level 6 (pre 1992), or equivalent experience by demonstration of ability in engineering building services.</li></ul>	<ul style="list-style-type: none"><li>Membership of Chartered Institute of Building Services Engineers and/or Engineering Council.</li></ul>	Production of Certificates Application form
<b>Training</b>	<ul style="list-style-type: none"><li>Commitment to Continuing Professional Development and training towards membership of a professional institution.</li><li>Evidence of having kept abreast of new legislation and development in property maintenance practice.</li></ul>		Application Form

Factors	Essential	Desirable	How identified
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial post qualification experience, following a recognised engineering apprentice. With experience in both installation and design works. To allow you to have sufficient experience to be the City's recognised expert in the field of engineering repairs and maintenance, of all its various plant.</li> <li>• Building Services inspections, measured and condition surveys linked with the Asset Management Planning process.</li> <li>• Maintenance and new works installation projects from inception to final account.</li> <li>• Implementation and monitoring of work programmes and budgets, in a local authority environment.</li> <li>• Liaising with stakeholders to agree maintenance regimes.</li> <li>• Management of staff, and performance monitoring.</li> <li>• Knowledge of appropriate legislative requirements: Gas Regs, Legionnaires Disease ACOP L8, Current Edition of the IEE Regulations, Water Regulations, LOLER Regulations etc.</li> </ul>	<p>Report writing.</p> <p>Prioritisation of client programmes and monitoring progress.</p>	<p>Application Form Interview References</p>

Factors	Essential	Desirable	How identified
<b>Special Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Be computer literate, able to use word processing and data software, prepare spreadsheets.</li> <li>• Working knowledge of CAD/computer systems utilised in the preparation of drawings and condition surveys.</li> <li>• Ability to communicate effectively orally and in writing.</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Asset Management Planning and processes.</li> <li>• Ability to liaise with managers/other professionals on multi disciplinary projects.</li> <li>• Working knowledge of dilapidations cases.</li> <li>• Awareness of industry/Government initiatives in the construction industry (eg Egan).</li> </ul>	Application form Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good inter-personal skills and team orientated.</li> <li>• Ability to work to specified deadlines and work with minimum of supervision.</li> <li>• Ability to form good working relationships with others.</li> <li>• Ability to view change as an opportunity rather than a challenge.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to identify innovative solutions to service delivery.</li> </ul>	Application Form Interview References



Factors	Essential	Desirable	How identified
	<ul style="list-style-type: none"> <li data-bbox="568 264 1126 323">• Able to organise workload and manage technicians under their control.</li> </ul>		
<b>Interests and Motivation Relevant to job</b>	<ul style="list-style-type: none"> <li data-bbox="568 373 1095 400">• Be self motivated and show initiative.</li> </ul>		References Interview
<b>Commitment</b>	<ul style="list-style-type: none"> <li data-bbox="568 493 1104 619">• Demonstrate commitment in ensuring that all work undertaken reflects the corporate and client needs and is of a high standard.</li> <li data-bbox="568 660 1144 786">• Commitment to the Authority's Customer Care, Equal Opportunities, and Health and Safety Policies and Financial Regulations.</li> </ul>		References Interview