

# City of Wolverhampton Council

## Job Description

<b>Job title:</b>	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>	Senior Maintenance Engineer (Mechanical)
<b>Grade:</b>	Grade 6

### **Job Purpose and Role:**

To assist the Senior Maintenance Engineer (Mechanical) in various buildings to include attendance to emergency call-outs, out of normal working hours, assisting with the planning, preparation and implementation of the Council's repair (planned and emergency's), maintenance and various clients capital maintenance, including design work. Support the planning of 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. To be actively involved in the monitoring and managing the Legionella, water testing programme, and implement rectification works, when any issue of a positive result or risk is identified, through the existing City Council's recording and monitoring system.

The post holder will be required to attend emergency callout and to address maintenance and repairs that are unable to be done during the weekday, as it is a fundamental requirement of the job.

1. To undertake the effective maintenance and fault correction of heating, ventilation, cooling, water, gas, solar thermal, photovoltaics cells and associated control equipment. This will include day to day meeting with the Customer and clients located on the various sites from Senior Management/ Head Teachers and governors to the general public. With the ability to be able to explain the complex operation of the systems/ plant and its detailed operation and control.
2. Daily inspection of ventilation, full air conditioned plant, across the Civic Centre.
3. Calibration, Trim and adjust the plant, when required to ensure that the plant achieve its best operating performance and ensure compliance with the relevant technical

standards. To ensure the Thermal comfort is defined in British Standard BS EN ISO 7730.

4. To undertake annual condition surveys of heating, ventilation and associated equipment in accordance with the inspection requirements document, set out by the Principle Engineer and amended from time-to-time.
5. Support in the preparation of information/reports in support of the team. The information gained is to be fed into the Council's Asset Management planning process.
6. To, under the direction of the Senior Maintenance Engineer (Mechanical), design, plan and manage the replacement of a wide range and variety of the mechanical plant across the City Councils and partner agency's asset stock. This plant has an asset replacement value of over sum £200 million pounds.
7. Maintain adequate stocks of spares parts and materials on site to allow for routine maintenance and repairs to be carried out.
8. As part of feasibility, design and/ or modification works providing estimated costs and gaining the approval of the client where appropriate.
9. Supervise the site works and issue written site instructions to contractors to carry out the works. This may involve assisting clients to place orders with appropriate contractors and checking invoices prior to payment.
10. Ensuring that the Council's standing orders are complied with, particularly in relation to the obtaining of quotations or tenders for works.
11. Contribute to the preparation of specifications and manuals, using any industry standard software, adopted by the Council, and 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
12. To act as the "Responsible Engineer", and under the HSE ACOP L8 guidelines for the operation and running of the domestic hot and cold water systems to avoid legionella bacteria colonisation. 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.
13. To monitor and control measures to prevent or limit exposure to hazardous substances forming in the Ventilation system. Manage the hygiene control of the ducts in accordance with specialist advice and the ACOP
14. Maintaining the electrical control systems associated with any plant, in accordance with its safe operation and use, to comply with the current Electricity at Work and the Institution of Electrical Engineers (IEE) regulations
15. To carry out and/or supervise and check repairs, servicing and cleaning works etc, undertaken by contractors in respect of heating, ventilation and associated equipment. This will require sample checking of contractor's work and will require particular vigilance where work on gas appliances is involved.

16. Undertake the role of Principal Designer in accordance with the Construction (Design & Management) Regulations 2015.
17. Supervise contractors and CWC employees attending any of the teams works and schemes to ensure that the Contractors attending site are suitably and adequately qualified to carry out the work they have been called upon to execute.
18. Manage the associated risks presented by Contractors carrying out works, through the assessment of their method statements and risk assessments, intending to work on site and by raise discrepancies' with Contractor operatives and controlling manager. This to ensure compliance with the Current Health and Safety legislation, and in particular with the Control of Asbestos material in accordance with Control of Asbestos regulations 2006.
19. To monitor the work of contractors carrying out new or replacement works, witness commissioning tests and prepare snagging lists.
20. To monitor contractors carrying out disinfection of water systems and/or to mix and handle various dosing chemicals to ensure safe usage.
21. Control, programme and manage the various computer based control system applications and the Building Management System control package for the buildings to control and trim the mechanical heating, ventilation and sensing systems.
22. Produce statistical records and efficient running of the plant where instructed to do so by the Principle Engineer. All to ensure the best efficiency of the system is maintained.
23. To operate Building Management Systems (BMS) and produce statistical records on most efficient use.
24. Be aware of and support the team in the supervision of the lift term maintenance contractor. Be the responsible person, trained to supervise, control and manage the safe release of either staff or public from any of the passenger lifts in any of the City Council building, where a Client required that service.
25. Provide call-out and breakdown repair and reactive maintenance to emergency situations that arise, both in and out of hours, as part of the 24 hour cover.
26. The on site management and supervision of Contractor and staff, carrying out works in the building, through issuing the "Site Induction Training" issuing and monitoring, particularly the "Safe Systems of Work" to include, hot working, roof access and drilling permits. Control of Asbestos material in and around the buildings across the City in accordance with Control of Asbestos regulations 2006
27. Work with the team to help to 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.
28. Able to work in confined space, climb ladders, operate mobile platforms, work in dirty locations to maintain the existing plant and be exposed to external elements when work requires.

29. To form part of an overall design team for large scale projects on site, to provide support to the City Councils staff, Strategic Partner or consultants. In particular to impart knowledge of the existing services, along with the requirements/compatibility of new or altered systems and controls etc with existing systems.
30. To work with the team, and advise clients on the efficient use of fuels and water and advise on the introduction of suitable controls and insulation. This involves monitoring energy and water consumption by taking regular meter readings when high consumption levels occur and investigating reasons for the increased level of consumption which may be caused by leaks, faulty controls etc.
31. In support of the repair and refurbishment works monitor the progress of asbestos removal works.
32. To act in accordance with the Council's Constitution and other Codes of Conduct.
33. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
34. 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.
35. 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.
36. To participate in the wider development of the service and contribute to service improvement as required.
37. 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.
38. 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.
39. 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:** Maintenance Engineer (Mechanical)

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Either a JIB graded Electrical PMES Technician or equivalent engineering graded equivalent. Or NVQ, Level 4, or equivalent experience by demonstration of ability in building services.</li><li>• L8 Responsible person training.</li><li>• Certification Scheme approved qualification in commercial gas work.</li></ul>	<ul style="list-style-type: none"><li>• HNC in Mechanical, Electrical or Building Services.</li></ul>	Application Form Production of Certificates
<b>Training</b>	<ul style="list-style-type: none"><li>• Commitment to undertake on-going training where appropriate.</li><li>• Evidence of having kept abreast of new legislation and developments in building services practice.</li></ul>		Application Form Interview

Factors	Essential	Desirable	How identified
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial period of relevant experience of this type of heating and ventilation maintenance.</li> <li>• Extensive experience of fault finding on building services systems including controls.</li> <li>• Interpretation of drawings and specifications.</li> <li>• Ability to maintain site diary.</li> <li>• Knowledge of contract procedure.</li> <li>• Be an expert in the field of BMS controls, combustion and ventilation systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of both mechanical and electrical aspects of maintenance.</li> <li>• Experience of maintaining packaged air conditioning plant.</li> </ul>	Application Form Interview References
<b>Special Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Extensive technical and specialist experienced knowledge of complex commercial building heating and ventilation systems.</li> <li>• Ability to work alone unsupervised.</li> <li>• Ability to use initiative to prevent a building from closing if at all possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of building services energy management systems.</li> <li>• Familiarity with use of computerised controls.</li> </ul>	Application Form Interview References
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills and team orientated.</li> <li>• Ability to work to specified deadlines and work with a minimum of supervision.</li> <li>• Ability to form good working relationships at all levels.</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>The ability to view change as an opportunity rather than a challenge.</li> </ul>		
<b>Interests and Motivation Relevant to job</b>	<ul style="list-style-type: none"> <li>Be self-motivated and show initiative.</li> </ul>		Interview References
<b>Commitment</b>	<ul style="list-style-type: none"> <li>Demonstrate commitment in ensuring that all work undertaken reflects the corporate and client needs and is of a high standard.</li> <li>Commitment to the Authority's Customer Care, Equal Opportunities and Health &amp; Safety Policies and Financial Regulations.</li> </ul>		Interview References