



Job Description & Person Specification

Job Title:	Building Services (MEP) Co-ordinator	Job Reference:	
Service:	Estates and Economic Development		
Location:	Beech Hurst, Andover	Grade:	10
Reports to:	Principal Building Surveyor		
Date:	September 2018		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
<p>To manage 'Building Services' within the Council's buildings and on Council land, including the specification, procurement and maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems, electrical, gas and water installations, and fire and intrusion alarms.</p> <p>Ensure that all work is carried out in accordance with client briefs and specified requirements, such as Council Standing Orders, RICS guides, British and European Standards, Building Standards, relevant sustainability regulations, statutory and other controls, CBM regulations, etc. Provide line management support to and Assistant Building Services Engineer.</p>			
Main responsibilities and duties			
<ol style="list-style-type: none">1. Undertake a rolling programme of planned preventative maintenance reports for building services installations at all of the Council's properties. Prioritise necessary maintenance work. Compile a detailed inventory of all M&E (Mechanical and Electrical) plant and installations through inspection of all the Council's properties.2. Manage and re-tender term service contracts for M&E installations. Ensure that the service providers comply with the contract terms, attend client contractor meetings, monitor KPIs and approve payments.3. Project manage the procurement of M&E plant and systems on time, to specification and within budget. Act as the project lead on procurement activities from inception, through feasibility, design, tender documentation, contract administration, financial management to final account and signing off defects. These activities would be undertaken in conjunction with the Council's Procurement Officer and Legal team4. Provide professional and technical advice on all matters relating to the design and maintenance of the Council's building services installations, including emergency repairs and energy efficiency schemes.			

5. Undertake projects to remedy specific non-compliance issues relating to building services installations.
6. Arrange routine cyclical inspections of buildings services installations to ensure all M&E installations are compliant with regulations and compliance certification is kept up to date.
7. Advise on energy efficiency improvements and schemes to reduce the Council's carbon footprint and energy expenditure. Arrange for Energy Performance Certificates and Display Energy Certificates to be obtained and updated. Monitor and advise on the implications of the Minimum Energy Efficiency Standards Regulations. Monitor and report on the potential impact of the Housing & Planning Act 2016. Compile and send data to the Department for Communities and Local Government (e.g. regarding heat networks).
8. To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

Supervision and management

This post line manages the Assistant Building Services Engineer and provides technical advise and guidance to the Temporary Contracts Manager on matters relating to Mechanical and Electrical works.

Resources

Building Services maintenance and projects form part of the Council's annual budgets of approximately £1.5 million for planned maintenance and approximately £600k for cyclical and reactive maintenance. This post-holder will be responsible for the delivery of projects worth up to £300k (per project).

Contacts and relationships

Responsibility for mechanical and electrical installations across the Council's estate requires interaction with client services within the Council, landlords, tenants, the general public, contractors, consultants and professional and statutory bodies.

The Building Services Engineer will be required to brief the Council's management team and Councillors on significant issues.

Working environment

- This role is based at the Beech Hurst offices, requiring regular site visits to conduct surveys, inspections, etc.
- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.
- The post requires a lot of walking standing, bending, and lifting throughout the day, sometimes working in confined spaces.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
A degree or diploma in a discipline related to building services.	E
Membership of a relevant professional body (such as CIBSE).	E
Knowledge	
A detailed knowledge of at least one area of building services engineering (e.g. HVAC, electrical).	E
A general knowledge of all mechanical and electrical disciplines is required.	E
A general knowledge of building construction and maintenance is desirable	D
Experience	
Significant experience of providing building services engineering advice, and acting as lead engineer for multi-disciplinary M&E projects.	E
Significant experience of procurement (design, specification, tendering and contract administration through to snagging and final account).	E
Experience of acting as Principal Designer on projects for the purposes of the Construction (Design & Management) Regulations 2015.	E
Experience of managing a small team of technical professionals.	E
Key skills	
Must be analytical	
Must be an effective communicator and negotiator.	
Able to prioritise competing demands.	
Personal qualities and behaviours	
Confident in subject area.	
Able to work on own initiative and manage priorities independently.	

Other Factors

Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport.

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.