

JOB DESCRIPTION

TITLE: Senior Mechanical Services Engineer

DEPARTMENT: Commercial and Transformation Services

DIVISION: Place and Infrastructure

UNIT: Property and Construction

TEAM: Design and Project Delivery Team

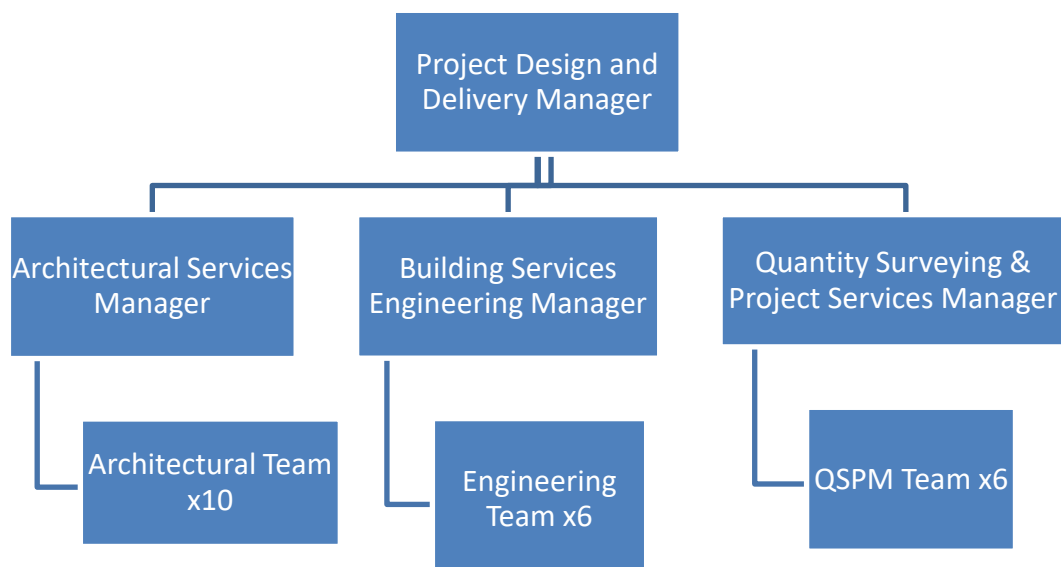
RESPONSIBLE TO: Building Services Engineering Manager

GRADE: M3

PURPOSE OF POST:

To carry out, under the leadership of the Building Services Engineering Manager and in conjunction with other team construction professionals, all aspects of mechanical services design for building project commissions assigned to and managed by the Design & Project Delivery Team, within Property and Construction. The Design & Project Delivery Team deal with the design, maintenance, implementation and project management of LBC schools, corporate offices, community and housing assets. The appointed Senior Mechanical Services Engineer must ensure that all technical, environmental, sustainability, programme and financial criteria are met on projects assigned to the team.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

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| 1. Provide professional mechanical design services to new build and refurbishment projects ranging from small extensions to complete building developments within the Borough and ensure that legislative, sustainable technical design, commissioning, financial and programme criteria are met and implemented. To ensure that quality, performance and best practice requirements are met, and where necessary recommend course of action leading to improvements. To contribute directly to achieving the annual D&M Team surplus targets. | 35% |
| 2. Interpret and develop client briefs in conjunction with the Design & Project Delivery Team lead consultants, prepare accurate mechanical services budgets, carry out design and prepare CAD drawings and specifications. Invite and evaluate competitive tenders, inspect and commission mechanical installations on site. Evaluate and agree tenders, financial accounts; prepare and maintain mechanical technical and quality standards and undertake the final certification requirements. | 25% |
| 3. Provide professional advice and guidance, both verbal and written, to client departments, building managers and schools wishing to carry out the development and maintenance of the landlords property on their own behalf. Monitor standards of work carried out to ensure compliance with all necessary policies, procedures and regulations. | 10% |
| 4. Assist with the preparation and monitoring of mechanical design programmes and construction production information in conjunction with other team members and external consultants in order to achieve agreed performance specifications and programme outcomes. | 10% |
| 5. Carry out site surveys as required of LBC corporate mechanical service assets and prepare written technical reports on the condition, capacity and suitability for reference, life cycle cost evaluation and project planning purposes. | 10% |
| 6. Contribute to the development of the Design & Project Delivery Team, including recommending improvements in energy efficiency and sustainability of mechanical installations and the standardisation of working practices, developing and implementing computer aided design including AutoCad and Revit, constructive problem solving, business planning and coaching other team member. To encourage and take part in continued professional development courses and to implement current best practice and the requirements of Best Value for the Authority. | 8% |

DIMENSIONS:

Supervisory Management:	Supervision, monitoring and commissioning of work allocated to mechanical contractors.
Financial Resources:	Capital Budget – Mechanical services installations currently £4.25 m for the Property and Construction. The postholder will be responsible for a number of individual mechanical projects ranging from £ 50,000 up to a value of approx. £500,000.
Physical Resources:	N/A
Other:	Typical number of feasibility schemes and project briefs per year: 10-20.

Typical number of projects undertaken per year: 20-25.

CONTEXT:

This post forms part of the Design & Project Delivery Team professional structure within Property and Construction.

The Design & Project Delivery Team is responsible for the design and project management of construction and mechanical services projects, planned maintenance and minor works. The provision of advice and co-operation with other member of the D&M team who include Architects, Project Surveyors, Quantity Surveyor and Senior Electrical Engineer. D&M is also responsible for project leadership in terms of liaising with clients, to establish and develop project design briefs, budgets and programme timescale. Projects range from installing new mechanical services, repairs and maintenance for the refurbishment and conversion of existing sites such as schools, community centres, schools, housing, libraries and corporate offices.

The Design & Project Delivery Team offers consultancy advice in all relevant professional fields and client departments such as the Corporate Landlord, Children and Learning, Housing, Social Services and Place & Infrastructure departments within LBC. The team is also actively seeking to provide professional services on new commissions to new private outside clients.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

ADDITIONAL INFORMATION

Physical Effort

The post requires the postholder to visit and inspect properties which may also require the postholder to climb ladders / scaffolds.

Working Environment:

The job holder will be required to visit buildings sites and therefore some exposure to hazards of building site work in all weather conditions although Health & Safety training and protective clothing and/or equipment is provided.

Person Specification: Senior Mechanical Services Engineer

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience of undertaking and managing work in Mechanical Services Engineering.	1, 2	Some experience and knowledge of Local Government practices and procedures.	1, 2
	Demonstrable experience in contract administration.	1, 2		
	Some experience of undertaking a Planning Supervisor role.	1, 2		
Skills/Abilities	Able to negotiate and influence others.	1, 2	Able to produce drawings using AutoCAD based software. Ability to use Microsoft Office Software i.e. Word, Excel and electronic mail. Ability to use HEVA Comp software for Mechanical calculations and design verification purposes.	1, 2, 5
	Able to carry out mechanical design & calculations to support and secure Building Control applications and approval under Part L1 & L2. The proven ability to effectively use current mechanical computer software including Hevacomp.	1, 2		1, 2
	Able to prioritise, plan and organise own workload to meet conflicting demands, fee targets and deadlines.	1, 2		1, 2, 5
	Able to create and maintain effective working relationships both internally and externally.	1, 2		
	Able to control, supervise and monitor the performance of contractors.	1, 2		
Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace.	1, 2		
Specialist Knowledge	In depth knowledge of current, relevant legislation, methods of calculation and statutory requirements, including CDM regulations, asbestos regulations and to comply with these.	1, 2		
Education and Training	Degree in mechanical engineering or equivalent qualification <u>or</u> equivalent verifiable work based experience and training.	1, 2, 4	A relevant professional qualification and membership of an appropriate institute e.g. CIBSE.	1, 2, 4

Other Requirements	Able to undertake site visits and access all parts of building sites including the use of ladders (Frequency: Monthly).	1, 2		
	Able to attend meetings within and outside the Borough. (Frequency: Monthly).	1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).