



Role Profile

Job Title: Building Services Engineer	Role Profile Number: SBC_10304
Grade: CFL 9	Date Prepared:
Directorate/Group: Property	Reporting to: Building Services Manager
Structure Chart attached:	

Job Purpose

The post holder will be responsible for delivering building services contracts, statutory compliance checks safety testing and specialist repairs to Housing, Corporate and commercial operational Council owned properties.

Key Accountabilities

- Arrange for all building services contracts, statutory compliance checks, safety testing and repairs to be carried out in all Council owned property in a way that is both customer focused and forward thinking
- Arrange for all building services contracts, statutory compliance checks and safety testing to be carried out in accordance with service standards with respect to quality and timescales and with a high standard of customer satisfaction
- Arrange for all statutory compliance checks to be carried out within statutory timescales, legal obligations are complied with and the required certification is maintained up to date
- Monitor building services contracts, statutory compliance checks and safety testing so that they are delivered within approved budgets using an efficient and effective approach that carries out servicing, statutory compliance checks and safety testing in a planned way, is continually improved and responds to changing needs
- Assist in managing building services budgets including authorising work orders and variations, negotiating schedules of rates, resolving invoice disputes and contractual claims and approving payments for completed work
- Arrange for all building services contracts, statutory compliance checks and safety testing to be

- carried out in accordance with the latest health and safety regulations and particularly the Construction, Design and Management and Control of Asbestos at Work regulations
- Arrange for all contract procurement to be undertaken in accordance with Council policy and procedures including the preparation of tender documentation, selecting contractors and awarding contracts
 - Maintain building service handbooks and website and ensure they are kept up to date
 - Monitor and report on contractors' performance on completing building services contracts, statutory compliance checks and safety testing to published service standards including contractors' management of resources, the out of hours service and availability of appointments and time slots
 - Maintain policies and procedures with respect to building services contracts, statutory compliance checks and safety testing and ensure they are kept up to date
 - Analyse and report on building services and assist in the development of the Decent Homes and capital repairs and maintenance programmes of work
 - Respond to correspondence with respect to building services contracts, statutory compliance checks and safety testing including both enquires and complaints about repairs service delivery
 - Attend public meetings with tenants, leaseholders and building users both during and out of normal office working hours and at weekends including preparing and presenting reports and briefings at such meetings
 - Provide evidence to the Health and Safety Executive, Police and Judiciary in respect of relevant issues including attending Court as a witness on behalf of the Council
 - Participate in developing strategies, initiatives and concepts including producing detailed solutions that improve the overall property repairs and maintenance service delivery

Supplementary Accountabilities

- Promote locality working and support tenant and leaseholder groups
- Promote customer care, equality and diversity best practice including arranging training for repairs inspectors
- Assist in the management of staff including interviews, appointments and evaluation of performance
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Chair meetings and represent the Building Services Manager as and when required
- Deputise for other surveyors and engineers to ensure essential service delivery cover is maintained
- Participate in continuous professional development

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience of electrical and mechanical servicing, statutory compliance and safety testing
- Experience of writing electrical and mechanical servicing, statutory compliance and safety testing work specifications
- Detailed knowledge of construction related health and safety regulations
- Detailed knowledge of electrical and mechanical codes of practice and building services safety regulations
- Knowledge of planning and building regulation regulations

Qualifications

- Electrical or mechanical engineering professional qualification
- Current driving licence

Decision Making

- Diagnosing electrical and mechanical faults and recommending repair solutions
- Deciding on most cost effective repair to be carried out
- Assisting in approving expenditure on building services contracts
- Assisting in appointing staff and terminating employment
- Initiating corrective action for poor performance by contractors

Creativity and Innovation

- Identifying and introducing service improvements
- Flexibility in delivering the building services contracts, statutory compliance checks safety testing programme and electrical / mechanical / gas repairs
- Producing communication presentations and articles

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 12,000 Specialist servicing contractor orders. <p>Typical tasks supervised/allocated to other</p> <ul style="list-style-type: none"> • Management of the Building Services Surveyor and the Compliance Officer. • Pre-inspection of building services • Production of building services work orders • Post inspection of completed work orders • Payment of completed works orders 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>.No</p> <p>Council owned property</p>
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the*

council)

- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges
- Giving specialist and general property advice to local Councillors and Members of Parliament
- Producing policies, standard letters, written reports, presentations and form templates

Values & Behaviours

(refer to guidance)

Self- Awareness

- Awareness of one's own behaviour, values, attitudes, strengths and weaknesses.
- Ability to reflect on one's behaviour and change them.

Integrity

- Authenticity – being yourself and not wanting to look good or avoiding to look bad,
- Leading by example – being the role model you wish others to grow in to.

Collaboration

- Giving space to others and not imposing own views or judgements
- Enabling development through co-creation and collective learning

Meaningful Relationships

- Is compassionate and accepting of others
- Connecting with others at an honest human level

Resilience

- To be aware of and utilise personal strengths and resources to endure tough times
- Keeping a positive outlook and using challenges as personal growth

Clarity of Intention

- Clear and effective communicator
- Is purposeful and makes decisions

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough

