

## Role Profile

<b>Job Title:</b>	<b>Mechanical Maintenance Engineer</b>	<b>Grade:</b> <b>9,10,11</b>	<b>Spinal column point range: 28 -37</b>
<b>Department:</b>	<b>ICT &amp; Property Services</b>	<b>Post no:</b>	
<b>Directorate:</b>	<b>Corporate Resources</b>	<b>Location:</b>	<b>Mobile across Borough</b>

<b>Role reports to:</b>	<b>Mechanical Team Leader</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Indirect Reports:</b>	<b>None</b>
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.	

### JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

#### **PURPOSE OF ROLE:**

- To work autonomously as a mobile engineer, performing a range of activities to ensure the safe and efficient operation of a range of building assets and equipment within Ealing Council Buildings.
- To ensure a safe, secure environment of the Council's premises to promote and support the delivery of Council services.
- To deliver a reactive and proactive service across various locations throughout the Borough using an Ealing Council vehicle provided.
- To work flexibly through use of flexi timesheets to meet customers' service needs around the core service hours (7am to 6pm) Mon to Fri and out of hours when overtime for pre-planned work has been authorised.
- To contribute to quality development and in conjunction with the Mechanical Team Leader to assist in improvement of the mechanical engineering team.
- To liaise and work in close partnership with Property Services, Electrical and Fabric engineering teams and sub-contractors to provide a comprehensive Engineering service.
- Be responsible for the safe and efficient maintenance of all Mechanical assets and equipment, including Water systems (internal and external), Heating systems, electric motors, Electric pumps, Building systems fault diagnosis, Air Handling Unit (AHU) maintenance and other building related items when necessary.

#### **KEY ACCOUNTABILITIES:**

1. To independently conduct planned maintenance to mechanical, water, heating and gas systems and appliances including plant, controls, ventilation, and air conditioning (HVAC)

systems.

2. To conduct reactive repairs to mechanical and gas equipment, including investigation and identification of faults and component defects, and carry out complex remedial works to a satisfactory standard.
3. To liaise and work in close partnership with the Electrical and Fabric engineering teams and sub-contractors to provide a comprehensive engineering service.
4. Be responsible for the safe and efficient maintenance of all mechanical assets and equipment, tools etc.
5. To clearly and effectively document planned and reactive maintenance tasks and actions through production of notes on PDAs, job reports and Planned Preventative Maintenance (PPM) documentation.
6. To ensure compliance through undertaking statutory gas testing depending on qualifications.
7. To contribute to quality development and in conjunction with the Mechanical Team Leader to assist in improvement of the mechanical engineering team.
8. To assist the Mechanical Team Leader in the preparation of quotes and work authorisation documentation and order materials and equipment as authorised.
9. Receive instruction and competently carry out various tasks assigned to you with minimum supervision including providing support to projects and minor work packages.
10. Access plant and equipment across Ealing Council Commercial buildings and carry out mechanical engineering tasks.
11. Inspect and monitor plant, equipment, structures, or the environment to assess condition and performance, and diagnose the cause of faults and component defects to rectify where possible.
12. Detect or assess problems and requirements of critical plant, and report to your Supervisor and Customers any recommended remedial actions necessary.
13. Commission and decommission commercial building equipment and plant, ensuring adequate testing prior to work completion.
14. Operate machines, test equipment and building plant equipment and power tools including drills, grinders, etc.
15. Maintain good relations with all stakeholders including providing excellent customer service through assessment of customer need, meeting quality standards for services.
16. Demonstrate ownership and responsibility for health and safety.
17. Identify and recommend opportunities for developing and improving the quality of the mechanical team services and organisational systems.
18. Knowledge of providing customer and personalise services, this includes meeting quality standards for services, and evaluation of customer satisfaction.

#### **KEY PERFORMANCE INDICATORS**

- Annual appraisal targets
- SLA
- Quality Standards
- Customer feedback / surveys

#### **KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):**

Director of ICT & Property Services, Head of Estates & Facilities, Head of Maintenance and Engineering, Facilities Managers, Electrical and Fabric Team Leaders, Contractors and Supply Chain partners, Property Services Helpdesk, Customers, client stakeholders, site managers, schools business partners and caretakers

**AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):**

- Accountable for calculating costs of labour, parts, and materials for client quotes in support of the Mechanical Team Leader.
- Accounting of condition and availability of tools and equipment on issue or required for works undertaken. Seeking replenishment and new orders within departmental procedures as required.

**Person Specification****ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES**

1. Extensive working knowledge and experience of maintenance and repair of CW/HW systems, plumbing and gas systems / appliances.
2. The ability to work proactively and autonomously across a wide portfolio of commercial buildings.
3. Must be organised, demonstrate ownership of issues, committed to high standards and a solution-based approach.
4. Understanding and working awareness and of Health and Safety regulations and systems including statutory compliance, asbestos awareness, working at heights, COSHH, manual handling, slips, trips and falls and PPE sufficient to safely access environments (e.g., plant rooms, washrooms, construction sites, heights, and confined spaces).
5. Ability to work on own initiative and prioritise work schedules.
6. Ability to form positive relationships with colleagues, work flexibly as part of a team and support other functions including Fabric and Electrical Engineering teams.
7. Effective verbal and written communication skills including completing job reports in plain English.
8. Computer Literacy including use of handheld PDAs and Microsoft Office packages.
9. UK Driving Licence.

**QUALIFICATION(S), EXPERIENCE AND REGISTRATION (e.g., HCPC)****Either:**

- City and Guilds, NVQ Level 2 (Plumbing), or completion of Plumbing apprenticeship.

**Or**

- City and Guilds, NVQ Level 2 (Mechanical), completion of Mechanical apprenticeship.

All the above comprises the initial Grade point of the career graded post. The following describes the next grade stage progression points:

**Career Grade Progression Criteria:****Grade 10**

- City and Guilds, NVQ Level 3 qualification (Mechanical) or equivalent

**Or**

- City and Guilds, NVQ Level 3 (Plumbing), or completion of Gas apprenticeship. Gas qualifications to include; CCN1 (Core Domestic Natural Gas Safety) and CODNCO1 (Domestic to Commercial Heating Changeover) or working towards CODNCO1

**And**

- Trained in use and operation of the Building Management system use at the council (local training can be provided).

- Ability to implement mechanical maintenance solutions in the live environment.
- Full understanding and interpretation of Gas Safety Notices together with follow up actions

**Grade 11**

- Qualified in both Plumbing and Mechanical disciplines (NVQ Level 3 as per description above)
- OFTEC or FGAS qualified
- Substantial and proven experience working within the requirements of the current Gas Safe and Building regulations
- Demonstrable level of competency and understanding of the Gas Safe standards with supporting evidence of continued professional development.
- Recognised Health and Safety qualification e.g. IOSH
- Working knowledge and understanding of mechanical and electrical control panels including fault finding and trouble shooting.
- Deputise for the Mechanical Team Leader during period of absence or delegated tasks.

**VALUES & BEHAVIOURS**

<b>Improving life for residents</b>	<b>Trustworthy</b>	<b>Collaborative</b>	<b>Innovative</b>	<b>Accountable</b>
Is passionate about making Ealing a better place	Does what they say they'll do on time	Ambitious and confident in leading partnerships	Tries out ways to do things better, faster and for less cost	Encourages all stakeholders to participate in decision making
Can see and appreciate things from a resident point of view	Is open and honest	Offers to share knowledge and ideas	Brings in ideas from outside to improve performance	Makes things happen
Understands what people want and need	Treats all people fairly	Challenges constructively and respectfully listens to feedback	Takes calculated risks to improve outcomes	Acts on feedback to improve performance
Encourages change to tackle underlying causes or issues		Overcomes barriers to develop our outcomes for residents	Learns from mistakes and failures	Works to high standards