

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Principal Building Services Mechanical Engineer

Vacancy ID: 009297

Salary: £35,229 - £38,052 Annually

Closing Date: 07/10/2018

Benefits & Grade

Grade M

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

We are seeking to appoint an enthusiastic, efficient and motivated individual to join the Design Services section of Economic Growth and Development.

Reporting to the Design Services Manager, you will be responsible for the delivery and design of mechanical installation services in all types of new and existing buildings for planned mechanical installation replacement schemes and for new build and refurbishment schemes varying from simple low value schemes up to high value complex schemes.

The appointee will take a leading role in the development and management of the Mechanical Design team.

Candidates should have relevant qualifications and experience in the design of mechanical installation services for building related schemes and be able to produce cost effective innovative design solutions.

In addition the appointee will need to be proficient in the use of AutoCAD and demonstrate a sound mechanical design background and knowledge. A knowledge in the preparation and supervision of contracts for mechanical installation works would be an advantage.

Applicants should also be able to demonstrate a flexible and organised approach to their work and have good communication and interpersonal skills. Applicants should have experience of and be confident in the use of Microsoft Office applications and be particularly adept with Word, Excel and Outlook.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Gary Laybourne, Design Services Manager on 01642 526910.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



Directorate: Economic Growth & Development

Service Area: Design Services

JOB TITLE: Principal Building Services Mechanical Engineer

GRADE: M

REPORTING TO: Gary Laybourne

1. JOB SUMMARY:

Responsible for the delivery and design of mechanical installation services in all types of new and existing buildings, for planned mechanical installation replacement schemes, and for new build and refurbishment schemes varying from simple low value schemes up to high value complex schemes. A leading role in the development and management of the Mechanical Design Team.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

1 General

1. Contribute to the corporate management of the Council, both through the activities of the service and through wider corporate involvement.
2. Provide effective management, to ensure:
 - Effective project management role for assigned projects;
 - Delivery of agreed target provision of quality services;
 - Performance and Management information is provided as required;
 - Identifying areas and implementing actions to drive continuous improvement; and
 - Identification of opportunities to effectively contribute to the Council's own, and its' partners, core objectives and outcomes within any area of the Council
3. Aim to achieve equality of access and treatment in employment and service delivery
4. Support the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership and delivery of efficient and effective services within a Customer First environment.
5. Assist in development and implementation of policies and strategies across the service area (i.e. Asset Management Plan, Service Delivery Plan, Access to Services and other Corporate Initiatives).
6. To prepare condition survey programmes and ensure the timely preparation and submission of such documents and information as required by the Council and Central Government
7. Support the Executive Management Team in the provision of effective

		<p>management within the service area.</p> <p>8. Provide effective management, to ensure:</p> <ul style="list-style-type: none"> • Effective Project Director role, ensuring project managers deliver services, within any area of the Division; • Development of employees; <p>9. Assist the Executive Management Team with the process of review and change.</p>
	2	<p>Post Specific</p> <p>1. To prepare reports, estimates, calculations, Auto-cad drawings, specifications, cost analysis, maintenance requirements etc. for the detailed design of mechanical services in all types of new and existing buildings for planned mechanical installation replacement schemes and for new build and refurbishment schemes of varying from simple low value schemes up to high value complex schemes.</p> <p>The scope of these services includes but not limited to:</p> <ul style="list-style-type: none"> • Heating installations • Hot and cold water services • Gas installations • Ventilation • Air conditioning • Building energy management controls • Low/zero carbon technologies • Swimming pool installations <p>2. To prepare invitation to tender documents for mechanical installation replacement schemes, respond to tender queries during the tender process and review submitted tender documents and prepare tender reports.</p> <p>3. To undertake contract administrator and site supervisor duties, monitor progress and specification compliance of mechanical service installation works during the construction period for mechanical installation replacement schemes and complete practical completion/end of defect periods reports and certificates as required.</p> <p>4. To assess and agree cost variations and final accounts with contractors for planned mechanical maintenance scheme.</p> <p>5. To undertake site supervisor duties and monitor progress and specification compliance of mechanical service installation works during the construction period for new build and refurbishment construction schemes and complete practical completion/end of defect periods reports as required.</p> <p>6. To assess and agree cost variations with sub-contractors for mechanical service installation works undertaken as part of a new build or refurbishment construction schemes.</p>

		<ol style="list-style-type: none"> 7. To assist with preparing condition survey programmes and undertaking surveys and prepare reports on the condition of mechanical services in existing properties including updating the Council's building condition database submit recommendations and estimates for repairs or improvements and analyse and comment on inspection reports prepared by others. 8. To ensure the Council's condition data base is up to date for mechanical elements of all Authority owned properties. 9. To undertake inspections of Council' owned properties to ensure that the mechanical installations to the premises are being maintained to agreed standards. 10. To assist with the investigation of reactive repair works to existing mechanical installations and arrange/supervise emergency repair works. 11. To conduct negotiations with Public Utilities regarding supplies and tariffs etc. 12. To liaise and co-operate between respective teams and officers of Economic Growth and Development other Departments and Authority's by encouraging effective communications. 13. To participate in staff training procedures aimed at enhancing the performance and efficiency of the section. 14. Lead, mentor and manage the work of Design Services (Mechanical Building Services Design) including feasibility works, design of mechanical installations, condition surveys, development of maintenance programmes and health and safety inspections, including compliance with the appropriate codes of practice. 15. Develop and implement the Council's strategy and policies for:- <ul style="list-style-type: none"> • Mechanical Building Services Design; • Client care and customer first; • Client advice; • Innovative and effective procurement; • Appropriate document preparation, tender processes and construction supervision; • Sustainable business and workload planning; 16. To assist with the management, programming and co-ordination of the annual programme of planned maintenance works, and the implementation of the Council's. 17. To liaise with the Energy Services Manager in developing energy efficient means of maintaining properties within the Authorities ownership.
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3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated 15/08/2018

PERSON SPECIFICATION

Job Title/Grade	Principal Building Services Mechanical Engineer	M
Directorate / Service Area	Economic Growth & Development	Design Services
Post Ref:	10279	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Education to relevant degree level and/or holder of a recognised professional qualification by examination. 		Application form
Experience	<ul style="list-style-type: none"> Knowledge of Building Services Design (Mechanical) for a wide range of building types. Experience of how to undertake condition surveys on mechanical installations. Experience of the investigation of reactive repair works to existing mechanical installations and arranging/supervising emergency repair works. Experience of producing drawings using AutoCad. Experience in dealing, consulting and negotiating with clients, stakeholders and relevant organisations. Experience in completing complex, technical tasks to a high standard and to set deadlines. Knowledge of Statutory Legislation and Approved Codes of Practice, for Building Services (Mechanical). 	<ul style="list-style-type: none"> Experience in completing tender documents for mechanical installation projects and reviewing submitted tender documents and preparing tender reports Experience in undertaking contract administrator and site supervisor duties for mechanical installation projects. Experience in cost management and completing final accounts for planned mechanical installation projects. Knowledge of Best Value for mechanical installations services. Knowledge of Legal processes, Government guidance and legislation associated with the delivery of the service area. Experience in maximising the contribution of team members Experience in decision making, covering complex and varied service issues 	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • Ability to understand and communicate, both orally and in writing, complex technical issues. • Ability to demonstrate customer sensitivity and awareness. • Ability to manage and control capital and revenue budgets. • Familiarity with and ability to adapt to Information Technology requirements. 	<ul style="list-style-type: none"> • Ability to develop and implement service policies and strategies within a political environment. • Ability to demonstrate initiative and independent thinking at a senior level when delivering and developing services, but also recognise the appropriate communication required with both senior management and politicians. • Ability to lead a team of professional staff engaged in providing a service to the public and clients associated with mechanical engineering building and construction related design services. • Ability to supervise professional staff engaged in the particular service area for the authority. • Ability to prioritise service issues and to balance implementation between personal involvement and delegation to others. 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to benefit from training relevant to the post • Willingness to work as part of a team • Enthusiastic and hard working • Ability to apply initiative • High personal standards and self-discipline. • Interest in extending level of knowledge. • Ability to survey buildings in restricted conditions and work at height. • Able to travel independently across the borough. • Should be able to vary working hours to incorporate evening and weekend work as required. 		Application / Interview

Person Specification dated 15/08/2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.