 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b> Community Services and Transport		<b>Service Area:</b> Design Services	
<b>JOB TITLE:</b> Senior Mechanical Building Services Design Engineer			
<b>GRADE:</b> L			
<b>REPORTING TO:</b> Gary Laybourne			
1.	<b>JOB SUMMARY:</b>  Senior Mechanical Building Services Design Engineer reporting to the Design Services Manager and Principal Mechanical Building Services Design Engineer with responsibility for the delivery of a significant programme of mechanical service design works and deputising for the Principal Mechanical Building Services Design Engineer as required.		
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	General  1. Support the Corporate Management Team in the provision of effective management within the service area.  2. To support and promote the Council’s core values and corporate service standards.  3. Provide effective project management, to ensure:  • Effective Project Management role for assigned projects. • Delivery of agreed target provision of quality services. • Development of employees. • Performance and Management information is provided as required. • Identifying areas and implementing actions to drive continuous improvement. • Identification of opportunities to effectively contribute to the Council’s own, and its’ partners, core objectives and outcomes within any area of the Council.  4. Aim to achieve equality of access and treatment in employment and service delivery.	

		<p>5. To assist in 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.</p> <p>6. Assist with the Council's emergency plan and callout procedures.</p> <p>7. Assist in development and implementation of policies and strategies across the service area i.e. Decarbonisation Strategy, Service Delivery Plan, Access to Services and other Corporate Initiatives.</p> <p>8. Assist with the timely preparation and submission of such documents and information as required by the Council and Central Government.</p> <p>9. Support the Corporate Management team in building relationships and influencing the actions and strategies of internal services and external agencies.</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 capital new build and refurbishment schemes of varying complexities.</p> <p>The scope of these services includes but not limited to:</p> <ul style="list-style-type: none"> <li>• Heating installations.</li> <li>• Hot and cold-water services.</li> <li>• Gas installations.</li> <li>• Ventilation.</li> <li>• Air conditioning.</li> <li>• Building energy management controls.</li> <li>• Low/zero carbon technologies.</li> <li>• Swimming pool installations.</li> </ul> <p>2. To undertake site supervisor duties and monitor specification compliance of mechanical service installation works during the construction period for capital new build and refurbishment construction schemes and complete practical completion/end of defect periods reports as required.</p> <p>3. To prepare invitation to tender documents for planned mechanical installation replacement schemes, respond to tender queries during the tender process and review submitted tender documents and prepare tender reports.</p> <p>4. To undertake contract administrator and site supervisor duties, monitor progress and specification compliance of mechanical service installation works during the construction period for planned mechanical installation replacement schemes and complete practical completion/end of defect periods reports and certificates as required.</p>

	<p>5. To assess and agree cost variations/final accounts with sub-contractors and contractors for mechanical service installations for capital and planned mechanical maintenance schemes.</p> <p>6. To assist the Principal Mechanical Building Design Services Engineer with the management, programming and co-ordination of the annual programme of planned maintenance works.</p> <p>7. To undertake surveys and prepare reports on the condition of mechanical services in existing properties including submitting recommendations and estimates for repairs or improvements and analyse and comment on inspection reports prepared by others.</p> <p>8. To undertake inspections of Council's owned properties to ensure that the mechanical installations to the premises are being maintained to agreed standards.</p> <p>9. To assist with the investigation of reactive repair works to existing mechanical installations and arrange/supervise emergency repair works.</p> <p>10. To ensure compliance with statute, regulations and Health and Safety legislation in particular the CDM regulations and requirements for risk assessment/management.</p> <p>11. To conduct negotiations with Public Utilities regarding supplies.</p> <p>12. To liaise and co-operate between respective teams and officers within the Council by encouraging effective communications.</p> <p>13. To participate in staff training procedures aimed at enhancing the performance and efficiency of the section.</p> <p>14. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's health and safety rules and legislative requirements.</p> <p>15. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.</p> <p>16. To provide excellent quality services in a timely and customer focussed manner.</p> <p>17. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.</p>
--	--

<p><b>3. GENERAL</b></p> <p><b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.</p> <p><b>Other Duties</b> - 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.</p> <p><b>Workforce Culture and supporting behaviours and Code of Conduct</b> – 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.</p> <p><b>Personal Development</b> – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p><b>Customer Services</b> – 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.</p> <p><b>Policies and Procedures</b> – The post holder is required to adhere to all Council Policies and Procedures.</p> <p><b>Health and Safety</b> – 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.</p> <p><b>Safeguarding</b> – 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.</p>			
	Name:	Signature:	Date
Job Description written by: (Manager)	Gary Laybourne	Gary Laybourne	15/06/2022
Job Description agreed by: (Post holder)	N/A	N/A	N/A

**Job Description dated 15/06/2022**



## PERSON SPECIFICATION


Job Title/Grade	Senior Mechanical Building Services Design Engineer	
Directorate / Service Area	Community Services and Transport	
Post Ref:	005111	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Education to a minimum of relevant HNC level or equivalent and/or holder of a relevant recognised professional or qualification by examination.</li> </ul>		Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of competing the design of mechanical services in all types of new and existing buildings.</li> <li>Experience of how to undertake condition surveys on mechanical installations.</li> <li>Experience of the investigation of reactive repair works to existing</li> </ul>	<ul style="list-style-type: none"> <li>Experience in completing tender documents for mechanical installation schemes and reviewing submitted tender documents and preparing tender reports</li> <li>Experience in undertaking contract administrator and site supervisor duties for mechanical installation schemes.</li> <li>Experience in cost management and completing final accounts for planned mechanical installation schemes.</li> </ul>	Application / Interview

	<p>mechanical installations and arranging/supervising emergency repair works.</p> <ul style="list-style-type: none"> <li>• Experience in completing complex, technical tasks to a high standard and to set deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Best Value for mechanical installation services.</li> <li>• Knowledge of Legal processes, Government guidance and legislation associated with the delivery of the service area.</li> <li>• Knowledge of best value construction.</li> <li>• Experience in decision making, covering complex and varied service issues.</li> <li>• Experience of producing drawings using AutoCad.</li> </ul>	
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of Mechanical Building Services for a wide range of building types.</li> <li>• Ability to understand and communicate, both orally and in writing, complex technical issues.</li> <li>• Ability to demonstrate customer sensitivity and awareness.</li> <li>• Ability to undertake work within specified timescales and financial targets.</li> <li>• High standard of numeracy and accuracy.</li> <li>• Ability to demonstrate customer sensitivity and awareness.</li> <li>• Knowledge of Statutory Legislation and Approved Codes of Practice, for Building Services.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use Revit software.</li> <li>• Ability to assist in the implementation of service policies and strategies.</li> <li>• Ability to forward plan and prioritise allocated workload.</li> <li>• Ability to manage and control capital and revenue budgets</li> <li>• 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.</li> <li>• Ability to use AutoCad software and other relevant software.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Familiarity with and ability to adapt to Information Technology requirements.</li> </ul>		
<b>Specific behaviours relevant to the post</b>	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> </ul>		Application / Interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability to benefit from training relevant to the post.</li> <li>• Willingness to work as part of a team.</li> <li>• Enthusiastic and hard working.</li> <li>• Ability to apply initiative</li> <li>• High personal standards and self-discipline.</li> <li>• Interest in extending level of knowledge.</li> <li>• Ability to survey buildings in restricted conditions and work at height.</li> <li>• Able to travel independently across the borough.</li> </ul>	<ul style="list-style-type: none"> <li>• Should be able to vary working hours to incorporate evening and weekend work as required.</li> </ul>	Application / Interview

**Person Specification dated 15/06/2022**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b>	<b>SERVICE AREA: Design Services</b>
<b>JOB TITLE:</b> Senior Mechanical Building Services Design Engineer	
<b>GRADE:</b> L	
<b>REPORTING TO:</b> Gary Laybourne	

**The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.**

Known Risk	Yes/No
Is required to work at heights or on ladders	Yes
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	N/A
No known risks associated with this role	No

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: Gary Laybourne

Date: 18/03/2022