



Job Description

Job Title:	Senior Mechanical Engineer
Team/Service:	Property Services Group
Responsible To:	Mechanical Project Engineer
Salary Grade:	J

1. Key Purpose of Job

- 1.1. To manage the workload in the Mechanical Building Service Section in order to provide an efficient, economic and effective service.
- 1.2. To successfully project manage mechanical services schemes undertaken by the TDA, from inception through construction to completion so that they are delivered to the agreed specification, on time and within budget..
- 1.3. To assist in increasing the turnover of the TDA by helping to secure new clients and additional instructions from existing ones.

2. Anticipated Outcomes of Post

- 2.1. To manage the preparation and supervision of mechanical building services schemes and maintenance projects from feasibility to construction and ongoing maintenance under the direction of the Mechanical Project Manager.
- 2.2. To ensure all projects are designed in a technically competent and professional manner.
- 2.3. To ensure that a proper and professional relationship is maintained with all clients.
- 2.4. All the accepted duties of a professional engineer within the sphere of mechanical building services.

3. List Key Duties and accountabilities of the post

- 3.1. Managing a variety of schemes and projects in such a manner to ensure that an expeditious, efficient and cost effective service is provided to meet the needs and priorities of all clients, keeping the Mechanical Project Manager regularly advised as to progress, future requirements and problem areas.
- 3.2. Site supervision of contracts.
- 3.3. Line manage staff as described in the structure chart. Supporting these staff, helping to develop their creative and problem solving capabilities.
- 3.4. Keeping abreast of current relevant legislation and design standards.
- 3.5. Liaising with Statutory Undertakers e.g. utility suppliers and other individuals or bodies affected by works.
- 3.6. Preparing reports and dealing with complaints and correspondence from the Public,

Elected Members and other bodies, etc.

- 3.7. Preparing detailed briefs for consultants on proposals within any area of the section's work.
- 3.8. Ensuring the development and maintenance of sound mechanical engineering practices.
- 3.9. Assist the Mechanical Project Manager in ensuring all staff within the section comply with Standing Orders, Financial Regulations, Statutory Obligations and other relevant provisions.
- 3.10. Undertaking reasonable out-of-hours working as required.
- 3.11. Designing, specification, preparing contract documents, evaluating tenders, letting contracts and supervising works on site, using the appropriate components and techniques.
- 3.12. Carrying out surveys and feasibility studies and preparing reports and estimates
- 3.13. Keeping abreast of current legislation and taking appropriate measures regarding Health and Safety, Carbon reduction technology, COSHHE, Building Regulations and CDM, Pollution of the Environment, etc, and disseminating information where appropriate
- 3.14. Liaising with Architects, Project Managers, Contract Managers, Building Surveyors, Electrical Engineers and Clerks of Works etc, in respect of relevant projects both internal and external (via framework agreements).
- 3.15. The spheres of influence included in this post are as follows:
 - a. Development and maintenance of the highest industry standards of mechanical building services to achieve the most effective low carbon efficient outcome.
 - b. Building services control strategy particularly the continued development of the building management systems.
 - c. To insure water installations are maintained and installed to meet the highest levels of water hygiene and compliant with Water Supply Regulations.
 - d. To ensure effective firefighting equipment is maintained to cover fire risk within client's buildings and comply with current legislation.
- 3.16. To ensure all statutory inspections, testing and monitoring is undertaken within a Mechanical building services maintenance protocol.

4. Give examples of the typical types of problems and decisions the post will be required to make

- 4.1. Responsible for the resolution of technical problems typically associated with the delivery of projects and maintenance systems.
- 4.2. Ensure each client is satisfied with the level of service they are receiving, whilst delivering multiple projects, thus ensuring repeat instructions.
- 4.3. Ensuring that the correct procurement routes are followed for each project. Failure to achieve this could ultimately result in Capital grants having to be repaid, post completion. As nearly all Council schemes have a 50%+ grant element, this would have a significant financial consequence for the client and reputational damage for TDA..
- 4.4. Ensuring that the Contracts documents used for each project clearly establishes the roles

and responsibilities of both the Client and the Contractor. Failure to do so could have significant financial consequences for the client.

- 4.5. Advising external clients and the Council on Water Supply Regulations. Failure to do so correctly could, for example, raise the possibility of a Legionella outbreak. If this did happen, it could lead to the Chief Executive of the Council going to jail and severe reputational damage for the TDA.
- 4.6. Designing mechanical systems. The consequence of designing something which when installed, does not work as planned, could be significant. Abortive costs in redesigning and resupplying the relevant equipment. Possible closure of the premises whilst remedial works are carried out. This would have reputational damage which could impact on the financial viability of TDA.
- 4.7. Assist in holding to task all relevant parties to a set specification and timeline, to ensure the project stays on course for the confirmed completion date to be realised.
- 4.8. Identify equipment and building faults and failures and implement measures to rectify defects in accordance with current best practice and in a timely and cost effective manner.
- 4.9. Giving advice to property managers ensure legislative compliance and to identify hazards and solutions, to ensure safe occupation.
- 4.10. Ability to work to and prioritise conflicting deadlines and targets to meet targets.
- 4.11. With Line Managers support, interpret and apply an understanding of the relevant Regulatory Acts such as the Water Supply Regulations, Gas Safe and Equalities Act to all work.
- 4.12. Respond quickly and implement solutions to ensure the public remain safe and buildings remain open so that service delivery can continue wherever possible in the face of possible building fabric or system failures.

5. Budgetary / Financial Responsibilities of the post

- 5.1. The post holder is responsible for capital/revenue budgets of £1,500,000 set for the schemes being undertaken by the section.
- 5.2. Ensuring that TDA's systems of budgetary, accountancy and financial control are properly understood, used and developed.
- 5.3. Exercising effective financial monitoring, planning and control of the sections projects and budgets.
- 5.4. Planning and organising programmed maintenance and reactive works, keeping appropriate records and cost control.

6. Supervision / Line Management Responsibilities of the post (Please show / provide organisation structure as an appendices, showing official reporting lines

- 6.1. Management of external consultants and contractors working on behalf of Clients.
- 6.2. Developing other staff in the team.

7. Working Environment & Conditions of the post

- 7.1. Office environment with some elements of on-site work which will include meetings with tenants and clients across the South West. The post holder can be called out of the office at short notice.

8. Physical Demands of the post

- 8.1. Normal

9. Specific Resources used by the post

- 9.1. I.T. Equipment and specialist software.
- 9.2. Continuous access to transport is required as the job can entail travelling to multiple locations across the South West, sometimes in the same day and where public transport timetabling is unlikely to meet this requirement.

10. Key Contacts and Relationships

- 10.1. Managing external consultants and contractors working on behalf of Clients.
- 10.2. Liaising with Statutory Undertakers and other individuals or bodies affected by the works.
- 10.3. Dealing with members of the public through consultations and supervision of contracts on site.
- 10.4. Working closely with colleagues within TDA to achieve outputs as required by clients.
- 10.5. Liaising with Councillors when necessary.

11. Other Duties

To undertake additional duties as required, commensurate with the level of the job.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) TDA operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Company vehicles. Staff will not be released for a break that is specifically for smoking.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant TDA Policies and Procedures.
- d) The post-holder must comply with TDA's Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based at Tor Hill House but the post holder may be required to move their base to any other location within TDA at a future date.
- f) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions.
- g) Staff must be able to travel efficiently around the South West, in order to carry out their duties.
- h) TDA is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.
- i) The postholder is expected to work in a way that ensures vulnerable children and adults are safeguarded and report any safeguarding concerns in accordance with established policies and procedures.



Person Specification

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.



Person Specification

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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> 1. Effective communication and interpersonal skills, including correspondence and report preparation 2. ICT skills including using Microsoft packages, including Word and Excel. 3. Skilled in the use of AutoCAD , BIM (Building Information Modelling). 4. Ability to manage, monitor and review performance to meet targets. 5. Ability to deal firmly but fairly with contractors on site, have an unbiased approach to people and an ability to deal tactfully and diplomatically with people of all ages and backgrounds. 6. Ability to effectively prioritise workload and work on a range of projects simultaneously. 7. Customer focussed and self motivated. 8. Ability to deliver a high quality service to clients. 	<ol style="list-style-type: none"> 1. Project management skills. 2. Presentation skills. 3. Effective negotiation skills. 4. Financial management skills. 5. Commitment to the Organisational goals and objectives.

	Desirable Knowledge:
<ol style="list-style-type: none"> 9. Ability to demonstrate knowledge of modern practice in Building Services Engineering. 10. Practical knowledge of building services engineering on construction sites and existing buildings. 11. Working knowledge of current mechanical building services statutory regulations. 12. Working knowledge of Building Management Systems (Schneider Electrics) or similar. 	<ol style="list-style-type: none"> 6. Ability to demonstrate detailed knowledge of current legislation and modern practices in Building Services Engineering, including HASAW & CDM regulations.

<p>13. Working knowledge of Water quality – Building Water System. 14. The Gas Safety (installation and use) Regulations 1998. 15. Health & Safety knowledge – Construction Skill Certification Scheme (CSCS Card).</p>	
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Essential Experience/Achievements:	Desirable Experience/Achievements:
<p>16. In Mechanical Building Services engineering design and/or a contracting office. 17. Proven or demonstrate a track record of supervising contractors and of administering contracts, measurements and accounts</p>	<p>7. Experience in project management and control. 8. Experience in site surveys and report preparation. 9. Experience in preparing specifications and contracts as well as evaluating tenders. 10. Experience of working with external organisations and other interest groups.</p>

Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
<p>18. BTEC HNC in Mechanical Building Services Engineering or City & Guilds 4467 Higher Professional Diploma In Mechanical Building Services (or equivalent).</p>	<p>11. Membership of CIBSE (or equivalent). 12. An appropriate qualification in Leadership and Management. 13. Prince2 qualification.</p>

<p><u>Essential – Other requirements of the job role</u></p> <ul style="list-style-type: none"> • Ability to carry out the physical requirements of the role (i.e. manual handling). • Ability to travel efficiently around the Bay/South West in order to carry out duties. • Ability to accommodate occasional unsociable hours. • Ability to accommodate occasional home-working. • Demonstrates a commitment to safeguard and promote the welfare of children and young people.
