

Job description

Job title:	Lead Building Service Engineer (Electrical Bias)
Grade:	3b
Department:	Building and Estates
Responsible for:	n/a
Accountable to:	Head of Building and Estates

Job summary

To act as lead electrician and multi-skilled building service engineer to provide a comprehensive maintenance service for the College. Carry out maintenance, minor repairs and new works associated with the upkeep of the building. Take charge of the engineering team and contractors to achieve same.

Specific duties and responsibilities

1. Building Management

Responsible for:

- Maintaining building to a high standard
- Completion of pre-planned Maintenance (PPM) checks
- Completion of reactive repairs for business effectiveness
- Lead operator of Building Management System (BMS)
- Interpret complex information, work with detailed diagrams, plans and drawings
- Identify and communicate any opportunities for improvement in service delivery
- Operate fixed building services for maximum efficiency at minimal cost
- Lead by example for energy management by reducing consumption under direct control
- Maintain the right environmental conditions for staff, customers, clients and College historical assets through systematic inspection of all systems and services
- Take ownership of problems and be proactive for fault response particularly when acting as lone shift engineer
- Maintain the engineers log book and update information for shift change/handover
- Ensure asset management systems data is in place and up to date
- Ensure health and safety obligations are met
- Day to day escort and supervision of appointed contractors
- Electrical project work and new installations
- Participation in shift working arrangements and on-call roster



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- Working as part of a team completing multi-trade maintenance tasks
- Adopt and adhere to departmental customer service standards

2. Statutory Compliance

Responsible for:

Working safely to protect self and others. Maintenance work can be hazardous. It can also make the workplace more hazardous while the work is being carried out. Risk assessments are compiled for all work activities and must be complied with. Engineers must be capable of dealing with the problems associated with maintenance work such as, but not limited to, the following risks;

- Working at height (risk of falls or falling tools and equipment)
- Gaining access to equipment (often working in arduous conditions, confined spaces, extremes of temperature or other harsh environments)
- Electrical hazards (shocks, burns if not isolated)
- Machinery/equipment (injuries from moving parts if not isolated)
- Musculoskeletal disorders (engineering can involve manual handling and the exertion of physical force)
- Exposure to harmful chemicals if not controlled
- Exposure to dust/silicates through work processes
- Exposure to legionella bacteria (in water systems)
- Exposure to noise (working on or using noisy equipment)

College engineers have a duty of care to themselves and others to work safely and comply with all safety rules or permit to work arrangements in force at the time of the work. Full training in site-specific hazards is provided. In addition College engineers must also ensure the following;

- Completion of statutory inspections in the agreed timeframe
- Compliance with all statutory risk control strategies for engineering service
- Working to the appropriate Building Regulations, Codes of Practice, Bye-laws, Standards and other statutory requirements in force at the time of work
- Participation in any vocational training or instruction required to continue to work safely
- College engineers are solely responsible for the safety of the building when shift working and therefore have delegated authority devolved from the College Head of Estates/Health and Safety to ensure the safety of building occupants at all times. College engineers will take the lead in all emergency situations and act as Duty Holders in the absence of senior management

3. Team Management

Responsible for:

- Leading on technical/electrical service and maintenance
- The cascading of information from Head of Building and Estates to staff and contractors
- The delivery of a customer focused service to staff, visitors and other stakeholders



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- Planning and organising of engineering schedules

4. General

- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Director.
- Deputise for the Head of Building and Estates for operational matters in their absence.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.



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Person specification

To succeed in this role you will need extensive experience in modern building services and also be willing to tackle small building fabric repairs including but not limited to painting, flooring or minor carpentry works. You should possess a 'can do' approach which gets the job done in the most efficient and effective way. You should be prepared to learn different skill-sets and help others within the team to develop theirs.

You should be able to participate in late shift working and on-call rota system after three months service. Ideally you would also live within 1 hour of the College.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Completion of a formal apprenticeship• City and Guilds Electrical Installation qualified• BS 7671 17th / 18th Edition qualified	
Experience and skills	<ul style="list-style-type: none">• Significant experience of complex life-safety electrical systems• Substantial 'hands-on' experience in electrical installation and contracting• Able to interpret technical drawings and work on 3-phase life safety systems• Skilled at fault finding on electrical networks• Working knowledge of other trades• Extensive understanding of workplace Health and Safety• Practical experience of first line diagnosis HVAC systems• Completion of minor works and projects in-house• Knowledge of BMS systems• Knowledge of ACOP L8• Computer-literate• Knowledge of CAD systems• Experienced with CAFM systems and workflows	<ul style="list-style-type: none">• Knowledge of relevant British Standards• Planned preventative maintenance (PPM) experience• Experience setting up new site CAFM systems• Understanding of key performance (KPIs) indicators for contractor management• Proven ability within 'permit to work' environment• Able to interpret risk assessments and method statements• Previous multi-skilled supervisory experience• Competence certificate for BMS operator (TREND preferred)• Competence certificate in Water Hygiene• Competence certificate for Microsoft packages



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Financial management and business planning	n/a	n/a
People and interpersonal skills		<ul style="list-style-type: none">• Good standard of written/spoken English for interpreting technical documents and communicating to team



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The post holder will also need to demonstrate the following values:

<p>Collaboration</p>	<p>We embrace our collective responsibilities working collaboratively and as one college.</p> <ul style="list-style-type: none"> • We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
<p>Respect</p>	<p>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</p> <ul style="list-style-type: none"> • We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
<p>Excellence</p>	<p>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</p> <ul style="list-style-type: none"> • We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



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