

JOB PROFILE

Designation: Mechanical & Electrical Surveyor

Post Number: NEW

Directorate: Operations

Division: Housing Services

Reporting to: Building Services Manager

Located: Saffron Walden

Responsible for: n/a

OVERALL PURPOSE OF JOB

(summary in no more than two or three sentences)

1. Implement and manage heating, electrical and water treatment replacement and servicing programmes for the Council's domestic and commercial properties
2. Develop a coordinated energy efficiency protocol to replace ageing plant and installations in line with the councils sustainability and green policies
3. Develop new ways of working to further improve value for money

JOB DESCRIPTION

Key Responsibilities

1. Demonstrate effective procurement practises within the Building Services section
2. Implement approved programmes of work for re-wires and boiler replacements, including the notification and reporting progress to Council and the Tenant Forum
3. Deal with responsive situations for requests for repairs and upgrade works
4. Prepare and manage contracts from feasibility and design to final account including full financial control, including applying for potential grant aid where possible.
5. Co-ordinate the production of reports detailing efficiency savings and progress made against targeted expectations
6. Monitor service delivery and evaluate methods, materials and systems of working practice, so that efficiency can be constantly improved
7. Ensure work complies with current legislation, European & British Standards and the requirements of the Statutory Authorities
8. Supervise both domestic and commercial mechanical & electrical service contracts, including implementing the councils responsibility for the control of Legionella.

9. Undertake and other duties which may reasonably be within the competence of the postholder.
10. Monitor own work and identify best practice opportunities to improve both service position and development.

The above duties and responsibilities give a broad outline of the functions of the post. However by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

OPERATING ENVIRONMENT

The post holder will be expected to follow the council policies and procedures and act in a flexible, co-operative and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

PERSON SPECIFICATION/SELECTION CRITERIA

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for the shortlisting of applications. **It will help you application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

1 Knowledge

- ❖ Sound knowledge of contract procedures, together with a sound knowledge of Mechanical & Electrical regulations
- ❖ Current Health and Safety regulations
- ❖ Knowledge of mechanical & electrical services and maintenance environment
- ❖ Working knowledge of tender processes, specifications and service level agreements within a social housing environment

2 Skills

- ❖ Ability to carry out surveys and identify problems with subsequent remedy
- ❖ Ability to produce Mechanical and Electrical specifications for maintenance and improvement works
- ❖ Be able to work using own initiative and be self motivated
- ❖ Maintain clear and accurate records of work undertaken
- ❖ Prioritise own workload and meet deadlines
- ❖ Ability to communicate at all levels with wide range of people including members of public and contractors
- ❖ Ability to use relevant IT software including AutoCad (preferably Architectural Desk Top) - desirable
- ❖ Able to work as team member

3 Experience

- ❖ In managing a range of contracts of varying size and complexity
- ❖ To work under pressure with conflicting workloads
- ❖ In supervision and designing installations of high energy efficiency that use sustainable & Modern Methods of Construction(MMC)

4 Qualifications/Training

- ❖ Relevant technical qualifications in Mechanical and Electrical Installations or be able to demonstrate equivalent experience

5 Circumstances

- ❖ Be available for occasional overtime, dependant on workloads
- ❖ Current driving license
- ❖ Flexible approach to work and able to respond to the requirements of the service
- ❖ Be available for occasional out of hours contact
- ❖ CRB checked

Effective date: June 2010 / Date last reviewed: June 2010
