

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Job Title:	Estates Officer (Mechanical)
Department:	Estates Maintenance – Corporate Services
Grade:	6
Reporting to:	Technical Contracts Manager

Purpose of the Role

To provide support for the day to day running of the University buildings including cleaning, health and safety and general maintenance. Providing an excellent customer experience to support the student journey and be a point of contact for contractors, visitors and building users.

Main Responsibilities

1. Undertake adaption/repair and reactive, planned, and preventative maintenance work, including systems checks and when necessary, problem diagnostics for all mechanical building services installed throughout the University's estate in compliance with current regulations.
2. Acting as the emergency response provider for all commercial, domestic gas and Carbon Monoxide (CO) emergencies to confirm evacuation or re habitation in accordance with Gas Safe Training and CMDDA1.
3. To undertake first response fault finding and provide clear updates on remedial works for installations including but not limited to: -
 - commercial, domestic, plumbing and boiler maintenance breakdowns,
 - LTHW
 - CWS/DHWS
 - heating/ventilation,
 - natural gas systems
 - equipment associated with mechanical building services.
4. To be able to trace faults on control panels and associated equipment, working with Technical Contracts Manager to rectify faults.
5. Comply with all relevant health and safety legislation, policies and procedures. Undertaking task specific (dynamic) risk assessments and method statements, before carrying out maintenance and adaptation work, reporting any potentially unsafe working conditions.
6. Ensure all necessary paperwork required both manually or electronically is completed accurately and in a timely manner in line with set timescales (Service Level Agreements).
7. To operate the BMS (Building Management System)

8. To attend, as identified and by agreement, development, and training courses to keep abreast of new industry best practice and statutory regulations.
9. On behalf of the University to act as a competent person for all works defined in and associated with Safe Systems of Work, including but not withstanding mechanical services and compressed air isolation and de isolations.
10. Establish working relationships with key customers to help improve service levels, developing appropriate communication links with the University's Faculty's and external stakeholders as required.
11. Assist with managing critical and essential material stock levels. Maintaining tools, equipment, and vehicles, taking responsibility for the safe keeping of these.
12. To execute any other duties that are consistent with the grade of the post at the request of the Technical Contracts Manager and Head of Estates & Capital Projects, including cover for other areas when required. This list of duties is not exhaustive.

General University Responsibilities

- Attend appropriate training and development required for the post to enhance working skills to improve service delivery. Participate in staff development sessions and contribute to the annual performance review process.
- Assist in the (on the job) training for lesser skilled members of the team.
- Maintain the cleanliness of workshops
- Comply with the University's Health and Safety Policy, legislation, and practices.
- Maintain professional standards in relationships, including non-discriminatory practices.
- The post-holder must operate within the guidelines, procedures, and regulations of the University.
- The post-holder must operate within the University Financial Regulations, Diversity, and Equality Policy and other relevant University policies.

PERSON SPECIFICATION

Estates Officer (Mechanical)

	Essential	Desirable
Qualifications/Education and special training	A minimum qualification of NVQ Level 3 (City & Guilds) in Plumbing and Heating or Mechanical Engineering Services (Plumbing/Gas) IPAF PASMA	Ideally 2 years' post qualification experience.
Knowledge & Experience	Possess a strong knowledge of plumbing systems and components. Possess a strong knowledge of Health & Safety regulations. Basic knowledge of Microsoft Office.	Experience of working with the public and young people.
Skills/Abilities	Ability, tact, and diplomacy to deal with people, including staff, students, and visitors in all circumstances, including emergencies and times of stress. Ability to work on own initiative and to support and assist team members. Ability to defuse potentially difficult situations in a calm and appropriate manner. Ability to follow verbal and written communication quickly and effectively. Responsible attitude towards health and safety.	