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Job description and person specification

Mechanical & Electrical Manager (Mechanical)

Job description

Job title	M&E Manager (Mechanical)
College/Service	Professional Services and Operations
Department/Team	Estates
Accountable to	Head of Technical FM Services
Contract	Permanent
Term	35 hours per week, 52 weeks per year
Grade	Grade 7
Salary	£59,649 - £72,049 per annum
Location	Various, all UAL sites
HERA Reference	002425

Purpose of the role

Estates is a busy department delivering a diverse range of services to staff, students and visitors to the University, which includes Facilities Management and associated contracts, Estates Development, Strategic Projects, Sustainability and Risk and Compliance.

Reporting to the Head of Technical FM Services, this role is part of the Hard FM team, accountable for the Engineering Infrastructure, technical delivery and compliance of all UAL Campus buildings, in partnership with the Hard FM term contractor.

The postholder will also be responsible for providing all information on the performance the engineering infrastructure to the Head of Technical FM Services, maximising compliance, service quality and continuity.

All team members are expected to make an equal contribution and undertake tasks as assigned. There is also a requirement to undertake call out response which is shared equally among the team.

Key duties and responsibilities

The Mechanical Manager shall be responsible for:

Delivery of Maintenance Operations

- Carrying out mechanical isolations, issue and cancellation of relevant permits to work in accordance with Site specific safety procedures.

- Fulfilling the roles of assessed and approved persons for the control and monitoring of the Building Management System (BMS). The post holder shall also have good familiarity with L8 requirements both theoretical and practical.

- Responding in a 'hands-on' capacity to Critical Plant breakdowns and co-ordinating remedial action in the field. Implementing emergency and contingency procedures under the instruction of the Head of Technial FM Services in order to maintain Services. Developing, recording and retaining a detailed knowledge of the operational sequences of the Plant.

- Supporting the Helpdesk and working with term contractor in relation to ensuring resources are available to attend PPM duties and Help Desk calls within region. Working with term contractor on oversight of updating and scheduling PPM tasks. Checking and approving all returned work sheets before passing for inputting onto the maintenance planning System.

- Supervision and management of specialist Subcontractors, attending and minuting meetings with sub contractors as required, conducting weekly auditing by means of percentage checks the quality of works carried out in the field.

- Carrying out routine inspections of plant and systems during each shift.

- Management oversight and control of spares inventory, requisitioning replacement parts and consumables from stores or suppliers.

Estates Development, Long Term Maintenance and Capital Projects Support

- Provide MEP input for all early stage feasibilities and initial briefings (liaise with Head of Technical FM Services). This includes attendance to project design/progress meetings for all projects where required.

- Support the Principal Designer role appointed for each project by providing input into maintenance aspects of design and pre-construction information.

- Provide input into the commissioning plan in liaison with appointed commissioning consultants. Witness/sign-off all required commissioning items, co-ordinate all validations and isolations, snagging etc.

Health and Safety

- Review RAMS and sign-off with Head of Technical FM Services and make arrangements for any access/isolations/resource requirements.

- Undertake site visits to review M&E progress/quality/access/specification and health & safety matters

- H&S file, O&M client side management/review and updating/maintaining the Asset register.

- Post Practical Completion (operational understanding of new space/building – training the Operations Team, covering post PC works – permits etc.

To provide support to the wider Estates team and project works when called upon.

Key working relationships

- Estates Department Senior Management
- Estates Projects Team
- Estates Facilities Management Team
- Accommodation, Retail and Catering Team
- External Contractors and Service Partners
- College Academic and Technical Support teams
- Health & Safety team

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Additional duties for senior appointments

- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites and internationally as necessary.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

- Technical or secondary to GCSE or equivalent standard with passes in Mathematics, Physics and English or equivalent. ONC / HNC electrical with good knowledge primarily in mechanical installations but with some experience of both disciplines. Appropriate City and Guilds Certificate (Parts 1 & 2) and/or Mechanical Craft Apprenticeship. Must be able to demonstrate a range of M&E trade skills and experience as a mechanical fitter or equivalent working on mechanical (and electrical) installations within buildings with complex engineering services including at least 1 year's experience in a supervisory position.
- Experience of Permit to Work procedures and good knowledge of Health & Safety appertaining to maintenance in occupied premises, including but not limited to Public Health Systems. Qualified to deal with lift entrapments and use of scaffold towers (PASMA).
- Some specialist training in Condition Based Maintenance, refrigeration, air conditioning, combustion, pumps, valves, legionella, sanitary services, controls systems. Experience in monitoring of plant status, interpretation of alarms and plant specific checks following power interruption, Planned Preventative Maintenance (PPMs) and first line response to reactive calls. To be able to undertake basic fault finding and undertake corrective action on the BMS and, understanding of cause and effect strategies, awareness of lobby / stair pressurisation systems and sprinkler system testing and recording.

Communication skills

- Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way, including use of Outlook, Word and Excel.

Leadership and management

- Motivates and leads a team effectively, setting clear objectives to manage performance.

Research, teaching and learning or Professional practice

- Contributes to advancing professional practice/research or scholarly activity in own area of specialism.

Planning and managing resources

- Effectively plans and manages operational activities or large projects to achieve long term objectives.

Teamwork

- Builds effective teams, networks or communities of practice and fosters constructive

cross team collaboration by promoting the values of equality, diversity and inclusion.

Student experience or customer service

- Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.

Creativity, innovation and problem-solving

- Excellent diagnostic skills with ability to problem solve in a dynamic and fast paced environment

Desirable

- IOSH or equivalent is desirable.
- Some form of professional membership or qualifications leading to membership is also desirable.