

Job Description

Post:	Estates Multi-Skilled Mechanical and Electrical Engineer
Salary Grade:	Subject to Job Evaluation
Responsible to:	Estates and Facilities Manager

Salford City College is currently carrying out Job Evaluation and therefore reserves the right to change the salary of this role as a result of the outcome. Any change to the salary maybe higher or lower than the amount stated on the Job Description and other associated documents.

Key Purpose:

1	To be responsibility for the effective provision of the Mechanical, Electrical and Operations service across all SCC undertakings.
2	To undertake risk assessment and method statements in ensuring the health and safety across all SCC undertakings.
3	To co-ordinate and approve the work of external contractors.
4	To undertake building development, maintenance and repairs utilising specific trades
5	To Prevent losses (equipment damage), accidents or injuries through the use or maintenance of SCC equipment

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a.	To co-ordinate the work of associated Estates Mechanical & Electrical services including reviewing work volumes ensuring distribution of work to correct contractors prioritising as required.
b.	Understand the workings of the mechanical, electrical and electronic systems within all SCC buildings and premises.
c.	To be available on call, be available to work when College sites are closed and be available to work out of hours on college activities i.e. productions, parent evenings, open days, etc, as direct by the Estates Manager.
d.	Service, test, diagnose and repair mechanical, electrical and electronic plant and equipment and deal with new situations as they occur. To provide technical support to caretakers, cleaners and staff across all College sites.
e.	To undertake energy and environmental monitoring and efficiencies for the college buildings, including monitoring of utility costs.
f.	To be responsible for maintaining all statutory service and maintenance records for M&E plant and equipment, including maintaining an accurate inventory, together with an accurate inventory and maintenance other tools and specialist equipment used in connection with the role and to provide regular monthly reports to the Estates and Facilities Manager.
g.	To assist in the planning of proposed M&E installations, and the supervision of mechanical and electrical works with responsibility for certifying contractor expenditure and to be responsible for approving and signing off contractors work.
h.	To carry out building developments, repairs and maintenance in relation to Mechanical & Electrical related work, ensuring a safe environment and working conditions at all times.
i.	To be responsible for protecting and maintaining water, heating, gas and electrical systems.
j.	To receive, order and purchase goods as directed by the Estates and Facilities Manager.
k.	To ensure that daily checks are carried out on buildings and services where all defects are logged and reported promptly.
l.	To assist in the preparation of Service Level Agreements and in the preparation of key performance indicators linked to electrical and mechanical services.
m.	To consider health and safety at all times and respond quickly and effectively to health and safety issues, reporting any matters to the Estates and Facilities Manager.
n.	To identify, assess, prioritise and manage risk in terms of health and safety under the guidance of the Estates Manager.
o.	To maintain work areas in a safe, clean and tidy condition, adhering to all relevant statutory provisions.
p.	To comply with statutory and legal requirements and to keep up to date with changing practices and legislation related to Mechanical & Electrical services

q.	To be responsible for developing and maintaining effective working relationships with both internal and external customers.
r.	To carry out building developments, repairs and maintenance in relation to Mechanical & Electrical related work, ensuring a safe environment and working conditions at all times.
s.	To ensure effective cross site communications with other team members and College staff, via verbal and written communications, e.g. email.
t.	To adhere to the College's Financial Regulations.
u.	To undertake other reasonable duties commensurate to the role as requested by the Estates Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification – Estates Multi Skilled Mechanical & Electrical Engineer

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualification	1. Electrical / Mechanical ONC City & Guilds 2. 17 th Edition IEE wiring regulations, and Inspection & Testing, 3. Commercial Gas safe registration or working towards 4. Literacy and Numeracy; Level 3.	Certificate Certificate Certificate	a. HNC Electrical / Mechanical b. IT level 2 and above. c. IOSH Managing Safety / Level 2 Certificate	Certificate Certificate Certificate Certificate
Professional Development	4. Evidence of ongoing professional development	Application	e. Membership of a Professional Body	Application
Experience	5. A minimum three year experience of multi-skilling 6. HVAC/ Building services experience, including both a Mechanical and Electrical skills set 7. Familiarity with Building Management Systems i.e. Trend / Satchwell 8. Information Technology Skills including use of E Mail, Microsoft Word & Excel Spreadsheet Etc 9. Able to lead, make decisions and manage both a reactive and planned maintenance programme 10. Extensive experience undertaking work related to the Mechanical and Electrical trades 11. Managing / Negotiating and working with clients (contractors sub-contractors) 12. Undertaking risk assessments and managing risk 13. Budget control; ordering of materials and adhering to	Application / Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview	f. Working within a College or Educational environment	Application/ Interview

	the SCC Financial Regulations			
Knowledge	<p>14. Of other specific trades, i.e. plumbing; joinery; painting etc.</p> <p>15. Health and Safety and associated legislation</p> <p>16. Procedures for obtaining contractors to undertake work</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>	e. Energy and environmental improvement models and strategies	Application/ Interview
Skills/ Qualities	<p>17. Ability to plan and implement physical changes</p> <p>18. Excellent DIY skills</p> <p>19. Good negotiating skills</p> <p>20. Good interpersonal skills</p> <p>21. Good communication skills – oral, written and IT</p> <p>22. Excellent organisational skills</p> <p>23. Ability to identify risk and generate solutions</p> <p>24. Ability to work on own initiative and meet deadlines</p> <p>25. Ability to keep calm in difficult situations</p> <p>26. Flexible approach to work</p> <p>27. High level of integrity</p> <p>28. To be able to work as a team member and share ideas and generate good practice</p> <p>29. Ability to build good relationships with students, staff and supplier</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>		
Other	<p>30. Able to work evenings and unsociable hours</p> <p>31. Driving licence and access to personal transport</p> <p>32.</p>	<p>Application/ Interview</p> <p>Application</p> <p>Application/</p>		

	<p>Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults</p> <p>33. Commitment to college policies i.e. Health & Safety, Equal and Diversity, Inclusion and Quality Assurance.</p> <p>34. DBS Check acceptable to college will be undertaken for successful applicant</p>	<p>Interview</p> <p>Application/ Interview</p> <p>Appointment</p>		
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