



Coventry City Council

Job Description

Job Title:	Area Engineer (Mechanical)	Job Number:	
Services:	Compliance & Surveying	Post Number:	000343
Location:	One Friargate/Agile/Flexible	Grade:	7

Job Purpose:

Working to ensure the Local Authority meets its mechanical Statutory Obligations. Under the general direction of the Compliance Manager to prepare specifications and obtain tenders, to supervise contractors and to value and certify payment for work completed. To carry out inspections of buildings mechanical services (Low pressure commercial/industrial hot water heating systems, hot and cold water services and combustion installations along with the control of Legionella bacteria within water systems). Ensuring strict compliance with all appropriate legislation in City Council establishments with a view to identifying particular defects or malfunctions and recommend appropriate remedial action.

Main Duties and Responsibilities:

1. Direct supervision of the Engineering Technician. Undertaking personal mentoring to encourage further development of technical knowledge through the setting of objectives, appropriate training and the allocation and review of tasks undertaken.
2. Contribute to the recruitment, training, motivation and deployment of staff to ensure the optimum use of human resources and provide high standards of customer care. Encourage the development of a harmonious working environment and maintain the good employer status of the City Council.
3. Manage the statutory planned preventative maintenance and inspection of all mechanical services to ensure installations and plant comply with relevant codes of practice, regulations and standards to meet in full the requirements of HASAWA and specifically the control of Legionella bacteria within water systems. Initiate appropriate urgent action where installations or plant do not comply, including the immediate isolation/taking out of service any dangerous installation/plants.
4. Undertake the complete design and project management of mechanical schemes, liaising with stakeholders, agreeing scope of works, preparing initial budget estimates, writing specifications and developing design drawings. Evaluating of tenders, project progress and financial monitoring, authorising variations to work and payments where justified while ensuring strict compliance with appropriate legislation and the relevant City Council policies in relation to the seeking and acceptance of tenders from contractors.
5. Carry out site inspections; prepare technical reports with regard to condition of installations and plant inspected. Provide budget estimates where applicable to assist the Compliance Manager in the future planning for the department and the City Council as a whole by identifying any

areas for potential failure that could risk the closure of buildings and cause disruption to the services they provide.

6. Liaise with senior management, key stakeholders and contractors in relation to emergencies or plant failures, providing specific mechanical technical advice where necessary, detailing the extent of the issue, the likely impact in relation to service provision. Provide accurate updates on work progress, clearly identifying timescales for when a resolution will be reached.
7. Ensure all necessary insurance records, documentation and statutory certification relating to all maintainable assets of the City Council are maintained accurately and up to date, including the preparation of appropriate drawings and technical information where necessary utilising asset database systems.
8. Preparation of specialist technical reports and other reports (Environmental Health Incident reports) where necessary, appearing in court on behalf of the City Council, In the event of an accident to the user of an engineering system caused by failure or shock.
9. Carry out condition surveys, asset inventories and periodic inspections of mechanical services and associated plant in City Council establishments in accordance with a frequency and programme determined by Senior Management.
10. Advising building managers and users on the operation of mechanical equipment, health and safety responsibilities and routine user inspections recommended by relevant statutory requirements and codes of practice.
11. Deputise for the Compliance Manager as required.
12. Using trade specific knowledge and experience assist in the recruitment of additional staff and the identification of appropriate resource for the future development of the team.
13. To provide high quality standards of customer care.
14. Maintain and develop technical expertise and knowledge of current legislation as it affects engineering installations and equipment.
15. Participate if requested in the 'out-of-hours' stand-by Officers scheme by acting as Duty Officer, in accordance with the duty rota or, if necessary, to cover duty week for absent colleagues.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:	Engineering Technician	Responsible to:	Compliance Manager
Date Reviewed:	November 2020	Updated:	November 2020



Coventry City Council

Person Specification

Job Title:	Area Engineer	Job Number:	
Services:	Compliance & Surveying	Post Number:	
Location:	One Friargate/Agile/Flexible	Grade:	7

Area	Description
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Knowledge:	<p>Practical and theoretical knowledge of mechanical building services engineering installations</p> <p>In depth knowledge of all regulations and safety codes of practice appertaining to the safety of users and general public</p> <p>Knowledge shall extend to cover mechanical installations with a fundamental understanding of:-</p> <ul style="list-style-type: none">• Low pressure commercial/industrial heating and hot and cold water installations• Gas and oil combustion within commercial/industrial installations• Air conditioning systems and F gas requirements• The control of Legionella bacteria within water systems
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Skills and Abilities:	<p>Ability to direct colleagues ensuring the delivery of high quality services</p> <p>To estimate costings utilising a Schedule of Rates, for maintenance and minor alterations to building services</p> <p>To inspect engineering installations in depth and ensure that they conform with set standards and requirements</p> <p>To prepare written detailed reports and recommendations and along with appropriate budget costings</p> <p>Skilled in the use of test instruments</p> <p>To give advice in a logical and understandable way</p> <p>To work without close supervision</p> <p>To communicate both orally and in writing with a range of people</p> <p>To make a positive contribution to the safety of users and general public</p> <p>Able to gain access to all elements of mechanical installations with suitable access equipment</p> <p>To travel to various sites throughout the city during the working day</p>
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Experience:	Managing team members/technicians Mechanical contract supervision Preparation of work specification and drawings Preparation of CDM pre-information packs Preparation of budget estimates for minor improvements works Managing consultants Project Management Use of mechanical installation design software packages Use of CAD software
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Educational:	Minimum Degree in Building Services Engineering (or equivalent) OR a minimum 3 years appropriate relevant Mechanical Building Services Engineering related experience as a project leader on small/medium projects or maintenance and repair programmes or professional building services engineering functions
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Special Requirements:	<ol style="list-style-type: none"> 1. Current driving licence 2. Will need to be able to work flexibly within working day, to suit working patterns of clients and subordinates. <p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p> <p><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></p>
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Date Reviewed:	June 2020	Updated:	June 2020
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