



Role Profile

HEATING & VENTILATION INSPECTOR				Purpose			
Reference No.	A5020	Type	Individual	<p>This is an operational role with the responsibility of ensuring the efficient and safe operation and maintenance of mechanical engineering services in relation to Fife Council's non domestic building stock.</p> <p>The post holder will have a mechanical building engineering background and will have responsibility for overseeing planned maintenance and arising repair requirements of mechanical services.</p>			
Service	Property Services						
Job Family	Professional 1	Grade	FC7				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience		E	D
Responsible for the operation and maintenance aspects of all mechanical engineering functions in properties within area of responsibility.				Experience of working in a building engineering services environment across a wide range of building types		✓	
				Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in a relevant building engineering services or mechanical engineering discipline and considerable experience post qualifying in an appropriate post		✓	
Liaising with building users and managers to identify the operational requirements of properties.				Experience and knowledge of the workings and operation of building engineering services		✓	
Responsible for the effective operation of engineering systems in Council properties including but not exclusively those systems listed				Craft trade or technical background in a mechanical engineering services (building) related discipline.		✓	

E = Essential Criteria D = Desirable Criteria

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below and managing contractors and Building Services carrying out operational functions on these systems: <ul style="list-style-type: none"> • Boiler plant • Combined Heat and Power (CHP) plant • DHWS & CWS systems • Swimming pool plant and equipment • Rainwater harvesting plant • Drainage/sewerage • Ventilation plant • Air conditioning and refrigeration • BMS control systems 	Experience in advising tradesmen and contractors on repairs required to a wide range of engineering equipment	✓	
Liaising and working with other Inspectors as and when required, providing support and assistance to colleagues, including cover for properties in other areas when colleagues are on leave, off sick or at other times when support is required.	Team working skills	✓	
Visiting Council properties within your area of responsibility to discuss and agree with clients the requirements of all major repairs and maintenance work to be taken into account during the preparation of list of Planned Maintenance projects relevant to the revenue budget allocation. Authorising repairs up to an agreed value.	Experience of the planned and breakdown maintenance procedures for a wide range of engineering equipment Experience in diagnosing faults on a wide range of mechanical engineering equipment including but not limited to: boilers, pumping systems and ventilations systems Customer service skills	✓ ✓ ✓	
Utilising and ensuring compliance with service contracts where these exist. Where specialist work is required and where a service contract is not in place commissioning external contractors in accordance with the Scheme of Tender Procedures and List of Officer Powers, ensuring best value.	Experienced in advising tradesmen and contractors on repairs required to a wide range of engineering equipment such as those noted above	✓	
Receiving, processing and co-ordinating Works Requests for Day to Day Repairs, Planned Maintenance and some minor works. Risk	Experience and ability to manage competing workload priorities.	✓	

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assessing and categorising arising repairs as emergency, urgent or routine.			
Providing detailed technical specifications of required works to appropriate contractors, in-house (i.e. Building Services) or external.	Experience and good working knowledge of the use and operation of building management systems used to operate and control heating, ventilation, air conditioning and water systems.	✓	
Inspecting works to ensure quality of workmanship and materials are to a satisfactory standard and that the works are completed within the prescribed timescale.	Communication skills	✓	
Utilising information from systems and procedures such as condition surveys, energy audits, energy monitoring and targeting data and the Council's Energy Management Revolving Fund to assist in the efficient operation of the buildings within your area of responsibility.	Analytical skills	✓	
Monitor utility data at site level to identify abnormal changes to patterns of use or exceptional consumption. Act on abnormal occurrences identified by instigating, carrying out or overseeing remedial action.	Problem solving skills	✓	
Utilising the equipment monitoring and alarm functions of building energy management systems to identify potential/actual maintenance issues or failures to achieve early warning. Initiate remedial actions when required to minimise adverse impacts on the operation of properties.	Ability to provide a regular and effective service	✓	
Carrying out engineering plant condition audits of properties as required in accordance with an agreed programme, and the requirements of building users.	Experience and working knowledge of 'The control of legionella bacteria in water systems (ACOP) L8	✓	
	Experience and working knowledge of gas safety procedures and legislation in non-domestic properties	✓	
Assisting in implementing the Councils procedures for gas safety, the control of legionella in water systems and management of safe hot water temperatures in Council properties.	Ability to visit any of Fife Council's buildings at short notice to deal with building engineering services emergencies	✓	
	Current driving licence	✓	

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Ensuring adherence to Statute Legislation, ACOP's, Construction and Design Management (CDM) and Fife Council and Property Service policies on Health & Safety.	Knowledge of CDM 2015 Regulations, Asbestos awareness, Health & Safety at Work Act etc. L8 Legionella City & Guilds for Hot & Cold Water Services Gas Safety qualifications for Domestic, Commercial, Catering and LPG appliances and ventilation City & Guilds qualifications for renewable energy technologies (e.g. Air Source Heat Pumps, Solar Thermal) City & Guilds Water Byelaws Certification	✓	✓ ✓ ✓ ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.