

MECHANICAL AND ELECTRICAL OPERATIONS OFFICER			
Reference No.	IO48.01	Type	Individual
Service	Property Services		
Job Family	Paraprofessional 5	Grade	FC7

Purpose
<p>This is an operational role with the responsibility of ensuring the efficient and safe operation and maintenance of mechanical and electrical engineering services in relation to Fife Council's non-domestic building stock.</p> <p>The post holder will have a mechanical or electrical building engineering background and will have responsibility for overseeing planned maintenance and arising repair requirements of mechanical and electrical engineering services.</p>

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
Responsible for the operation and maintenance aspects of all mechanical and electrical engineering functions in properties within area of responsibility.	<p>Experience of working in a building engineering services environment across a wide range of building types (Deliver results - See 'How We Work Matters' Framework)</p> <p>Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in a relevant building engineering services, electrical or mechanical engineering discipline and considerable experience post-qualifying in an appropriate post</p>	<p>✓</p> <p>✓</p>	

# Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Liaising with building users and managers to identify the operational requirements of properties.	Experience and knowledge of the workings and operation of buildings engineering services related, energy consuming equipment (Focus on customers)	✓	
Responsible for the effective operation of engineering systems in Council properties including but not exclusively those systems listed below and managing contractors and Building Services carrying out operational functions on these systems: <ul style="list-style-type: none"> <li>• Fire alarm systems</li> <li>• Staff alarm and nurse call systems</li> <li>• Intruder alarm and security systems</li> <li>• Electrical installations in accordance with all IEE regulations and relevant standards</li> <li>• Boiler plant</li> <li>• Combined Heat and Power (CHP) plant</li> <li>• DHWS &amp; CWS systems</li> <li>• Air compressors</li> <li>• Swimming pool plant and equipment</li> <li>• Rainwater harvesting plant</li> <li>• Drainage/sewerage</li> <li>• Ventilation plant</li> <li>• Air conditioning and refrigeration</li> <li>• BMS control systems</li> </ul>	Craft trade or technical background in a building engineering services (electrical or mechanical) related discipline  Experience in advising tradesmen and contractors on repairs required to a wide range of engineering equipment (Take ownership)	✓  ✓	
Liaising and working with other Mechanical & Electrical Operations Officers and when required, providing support and assistance to colleagues particularly in relation to your core discipline, skills, qualifications and experience, 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 (Work together)	✓	

# Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Overseeing, managing and operating the Council's Building Management Systems and heating control systems to optimise the consumption of energy and water and ensure heating, ventilation and air conditioning plant is operated optimally to suit building occupancy and maintain appropriate comfort levels. Where installed, this will include optimising the operation of renewable energy systems of all types and technologies.	Experience and knowledge of the maintenance requirements of buildings engineering services related, energy consuming equipment	✓	
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 and electrical engineering equipment including but not limited to: boilers, pumping systems, ventilations systems, lighting, power, fire alarm and cctv systems  Customer service skills	✓  ✓  ✓	
Utilising 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, 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 assessing and categorising arising repairs as emergency, urgent or routine.	Experience and ability to manage competing workload priorities	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
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, water, lighting, fire, security and energy generation 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, the Central Energy Efficiency Fund and the Council's Energy Management Revolving Fund to assist in the efficient operation of the buildings within your area of responsibility.	Analytical skills  Experience in dealing with the management and interpretation of energy consumption and cost data. In particular you will have an excellent knowledge of how, where and when energy is used in non-domestic buildings and how interpretation of energy use can be used to identify energy inefficiencies and potential solutions	✓	✓
Identifying and overseeing the implementation of initiatives to improve energy and water efficiency and/or use of alternative energy technologies. Benchmarking consumption of energy in Council properties against best practice guidelines. This will include carrying out financial appraisals/reports to provide justification for implementation.	Experience in identifying causes of energy inefficiencies and provide practical solutions for improvement	✓	
Making use of utility data held on the Councils internal and external utility recording, monitoring and targeting software systems. Assisting with ensuring the data collated and held by these systems is accurate, up to date. Taking responsibility for the operation and maintenance of site based metering and monitoring equipment.	Intermediate IT skills (Embrace technology and information)  Report writing skills  Creative skills to develop and produce innovative and informative reports and give presentations	✓  ✓	✓

E = Essential Criteria D = Desirable Criteria

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Routinely monitoring 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	✓	
Preparing data, reports and graphics for council performance reporting mechanisms, in relation to the efficient operation and maintenance requirements of the properties within your area of responsibility.	Presentation skills		✓
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	✓	
	Experience and working knowledge of 'The control of legionella bacteria in water systems (ACOP) L8		✓
	Current driving licence	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Ensuring adherence to Statute Legislation, ACOP's and Council Policies.	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  City & Guilds Water Byelaws Certification  Hold 17 <sup>th</sup> Edition (BS7671) Certification		✓   ✓  ✓  ✓  ✓
Complying with relevant legislation and regulations and the Council's and Property Service's policies on Health and Safety and codes of practice.	Experience and working knowledge of BS7671 I.E.E regulations and other appropriate regulatory, legislative, statutory requirements and governance issues relevant to the remit of the post	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

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				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>