

# GRADUATE APPRENTICE MECHANICAL DESIGN TECHNICIAN 1

Reference No.		Type	Permanent
Service	Enterprise & Environment - Property Services		
Job Family	Professional 2	Anticipated Grade	FC4 – FC8

## Purpose

To assist in providing a design and contract administration service relating to a wide and varied nature of mechanical building services requirements. Work shall be carried out in accordance with statute prescribed standards and the policies of the Council: such service to be delivered with an emphasis on service delivery, quality and competitiveness.

<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>
<p><b>Stage 1 – FC4 (typically 1 year)</b></p> <p>Assisting with the preparation of contract drawings and specification, as part of a team on small and medium sized contract</p> <p>Communicating with other in-house, professional and technical staff</p> <p>Assisting other members of the design team in the liaison process with statutory bodies as required</p> <p>Assisting other members of the design team in undertaking research duties</p>	<p>National 5 at level A or B in Mathematics, English and a Science or Technical subject together with: 2 Highers at a minimum of level C OR 1 Higher at a minimum of level C and a cluster of SQA modules OR an SQA National Certificate / GSVQ in a computing or technical subject.</p> <p>HNC Mechanical, Building Services, Energy Engineering or related discipline.</p> <p>Willingness to undergo training and a course of study relevant to the job such as a BEng in Building Services Engineering.</p> <p>Commitment to personal development</p> <p>Ability to work with complex figures and undertake calculations</p> <p>Skills in operating standard computer packages such as</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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	<p>Microsoft Office.</p> <p>Ability to learn specialist software packages</p> <p>Accuracy in work and attention to detail</p> <p>High standard of literacy skills to produce basic written reports and understand written instructions</p> <p>Good written and oral communication</p> <p>Ability to work as part of a team</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Stage 2 – FC5 (typically 1 year)</b></p> <p>Assisting with the preparation of contract drawings and specification as part of a team on very complex contracts preparing contract drawings and specification for contracts of a simpler nature unassisted, contribute to site meetings</p> <p>Communicating with other professional and technical staff, either in-house, or externally to the Council</p> <p>Liaising with statutory bodies as required</p>	<p>Continue to undergo training and a course of study relevant to the job started in stage 1.</p> <p>All stage 1 skills, knowledge and experience are also applicable to stage 2.</p> <p>Hold a valid UK drivers' licence</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

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<p>Under supervision, working as either consultant to Contract Administrator, or acting as Contract Administrator on individual contracts, controlling all matters including contractual, design, specification, sub-contractors, suppliers, certification, and expenditure of monies.</p> <p>Liaising with clients and others in the compilation and development of the brief, preparing feasibility studies for small contracts</p>			
<p><b>Stage 3 – FC6 (typically 1 year)</b></p> <p>Assist the Contract Administrator, or work as consultant to Lead Designer/Contract Administrator on contracts determined to be of a suitable scale and complexity.</p> <p>Preparing contract drawings and specification on a range of projects individually or as part of a team.</p> <p>Develop in undertaking duties including site surveying, site inspections, design and working drawings, specifications, bills of quantities, contract documents, design calculations, assessment and reporting on existing facilities and plant.</p> <p>Take a lead role in communicating with other professional and technical staff, either in-house, or externally to the Council.</p> <p>Liaising with statutory bodies as required</p>	<p>All stage 1 and 2 skills, knowledge and experience are also applicable to stage 3.</p> <p>Experience working with statutory bodies and submitting applications.</p> <p>Experience of working with other professional disciplines.</p> <p>Proficient in the use of 2D and 3D Design software such as AutoCad, IES, Revit and Revit MEP. Knowledge of Building Information Modelling (BIM) software</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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<p><b>Stage 4 – FC7 (typically 1 year)</b></p> <p>Work as Contract Administrator, or work as consultant to Lead Designer/Contract Administrator.</p> <p>Liaise with clients in the compilation and development of the brief and prepare feasibility studies, independently or as part of a team.</p> <p>Comply with relevant legislation, regulations and the Council’s and Property Service’s policies on Health and Safety and codes of practice.</p> <p>Undertake duties including site surveying, site inspections, design and working drawings, specifications, bills of quantities, contract documents, design calculations, assessment and reporting on existing facilities and plant, technical and contract administrator’s duties as appropriate.</p>	<p>All stage 1, 2 and 3 skills, knowledge and experience are also applicable to stage 4.</p> <p>Experience in the application of commonly used British and European guidance standards and the CDM Regulations (or equivalent)</p> <p>Ability to progress project work from inception to completion on own initiative</p> <p>Proficient in the use of 2D and 3D Design software such as AutoCad, IES, Revit and Revit MEP. Knowledge of Building Information Modelling (BIM) software</p> <p>Ability to work in a multi-disciplinary team, preparing of contract drawings and specifications on varied contracts</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>No progression to FC8 unless all competency criteria met</b></p>			
<p><b>Stage 5 – FC 8 (Permanent Position as Mechanical Design Technician 1)</b></p> <p>Undertake duties including site surveying, site inspections, design and working drawings, specifications, bills of quantities, contract documents, design calculations, assessment and reporting on existing facilities and plant, technical and contract administrator’s duties as appropriate.</p>	<p>Educated to SCQF level 7, which includes an HNC in an appropriate discipline, or equivalent</p> <p>Educated to SCQF level 9, which includes a Degree or equivalent in an appropriate discipline or holding Technician Membership of a relevant Institution</p> <p>Proficient in the use of 2D and 3D Design software such as AutoCad, IES, Revit and Revit MEP. Knowledge of Building Information Modelling (BIM) software</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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	<p>Ability to work in a multi-disciplinary team, preparing of contract drawings and specifications on varied contracts.</p> <p>Good written and oral communication</p> <p>Design/Technical Skills</p> <p>IT / computer skills</p> <p>Team Working skills</p> <p>Experience of working to tight deadlines</p> <p>Knowledge of design and construction industry issues, legislation and practice</p> <p>Experience of coordinating, preparing, and implementing Conservation work plans to undertake repair and maintain historic building and scheduled assets</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Liaise with statutory bodies as required.</p>	<p>Experience working with statutory bodies and submitting applications</p>	<p>✓</p>	
<p>Ensure compliance with statutory legislation, regulations and industry codes of practice and standards applying to the construction process. (e.g. Town Planning Acts, Building Standards Legislation, Eurocodes, etc).</p>	<p>Post qualification experience</p> <p>Have a good working knowledge of construction</p>	<p>✓</p>	<p>✓</p>

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Work as Contract Administrator, or work as consultant to Lead Designer/Contract Administrator	<p>Experience in all aspects of Design / Contract Administration process from inception to completion</p> <p>Experience of working with other professional disciplines</p> <p>Ability to progress project work from inception to completion on own initiative</p>	<p>✓</p> <p></p> <p>✓</p>	<p></p> <p>✓</p> <p></p>
Liaise with clients in the compilation and development of the brief and prepare feasibility studies, independently or as part of a team.	<p>Effective communication skills</p> <p>Report writing skills</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>
Comply with relevant legislation, regulations and the Council's and Property Service's policies on Health and Safety and codes of practice.	<p>Experience in the application of commonly used British and European guidance standards and the CDM Regulations (or equivalent)</p> <p>Experience in the application of Fife Council's codes of practice</p>	<p>✓</p> <p></p>	<p></p> <p>✓</p>
Carry out other tasks within the general scope of the post as may be allocated from time to time.	<p>Evidence of Continuous Professional Development</p> <p>Ability to react to or implement change</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>
Comply with the Councils Scheme of Administration and Standing Orders. Contribute to the achievement of the Council's corporate aims and values.	<p>Ability to advise other members of team on technical and contractual matters</p>	<p>✓</p>	<p></p>

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Contribute to the achievement of the Council's corporate aims and values.	Demonstration of the attributes required to provide a regular and effective service	✓	
<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<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>
A traineeship is a work-based training programme that leads to an industry approved qualification. As part of this job role the post holder will be expected to attend college or university part time in order to undertake a recognised and approved course of study, achieving a BEng Hons Degree in an appropriate Building Services or Energy Engineering Discipline	Skills, Knowledge and Experience from Stage 1, 2, 3 and 4 apply	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
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 checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**Additional Information** – the following information is available:

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

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Myself
- My Team
- Our Community
- Our Organisation