



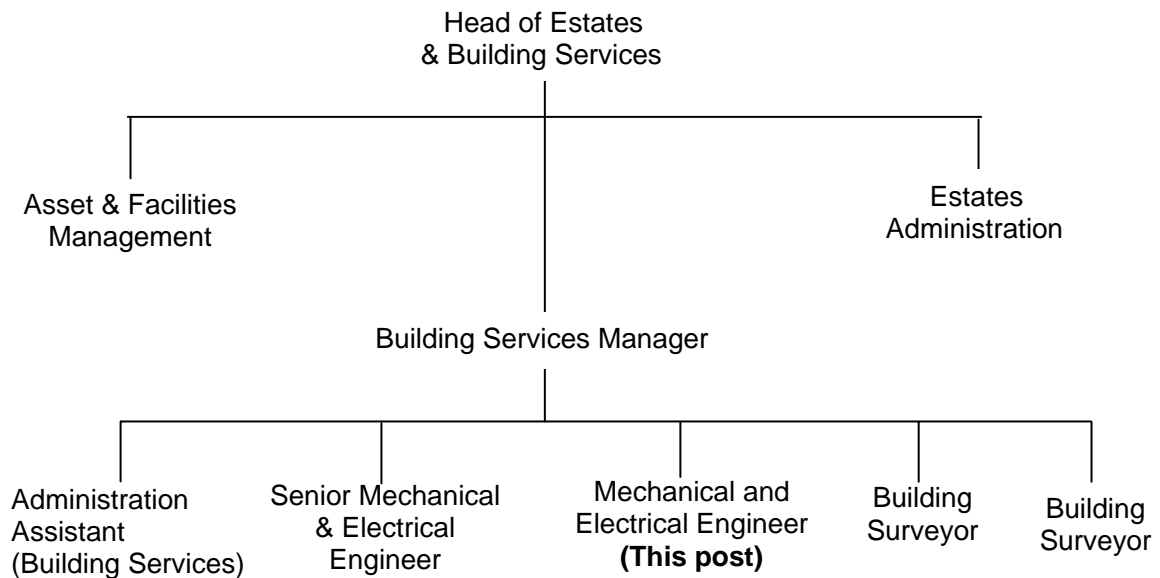
Job Description Questionnaire

Job Title:	Mechanical and Electrical Engineer
Post Number:	PO 2447
Division/Department/Section:	Estates & Building Services Department
Line Manager	Building Services Manager PO 0482

1. PURPOSE

To provide a comprehensive mechanical and electrical engineering and surveying service within the Estates & Building Services Department.

2. POSITION IN THE ORGANISATION



People who work directly for this post

None

3. MAIN RESPONSIBILITIES

Contribute to the provision of a comprehensive mechanical and electrical service within the Estates and Building Services Department.	Ensure that the force's estate is energy efficient and maintained fit for purpose.
To undertake, monitor and supervise mainly mechanical and electrical engineering works (including alarms, access systems and CCTV). To programme and respond to reactive maintenance along with the supervision of contractors, the issuing of permits to work, where required, the switching & isolation of electrical & mechanical services. To oversee and commission new plant together with the testing & monitoring of existing installations.	All matters of mechanical and electrical repair and maintenance are administered in a timely and effective manner.
Undertaking cyclical surveys of the estate for plant, machinery and equipment, to determine condition and establish priorities for future maintenance programmes and energy efficiency opportunities.	To ensure regular inspections are undertaken to prioritise work programmes.
Investigate reports of engineering service faults and failures, inspect as appropriate and arrange for rectification by approved contractors.	Correct diagnosis of defects will result in timely and cost effective remedies.
Undertake statutory inspections to ensure mechanical, electrical and water services comply with all relevant legislation and health and safety requirements.	That all works within the force's estates are undertaken in compliance with all relevant legislation.
Contribute to the introduction of energy saving initiatives and promote works to achieve increased efficiency and reduce costs. Undertake feasibility studies, related survey work and reports for consideration.	To ensure that energy savings are delivered throughout the force estate.
Deal effectively with all emergency work arising during and outside normal working hours, including the co-ordination of building and engineering resources and maintaining callout records.	To ensure that Police operational actions are not prejudiced, by providing a swift response to reported defects. Participate in an out of hours, on call rota.
Provide advice relating to the efficient and effective use of plant, equipment and services at the Force's PFI premises.	To ensure that the Force's assets are being used in an efficient and economic manner.
To liaise and co-ordinate with others and prepare project briefs, specifications and other related documentation for the purposes of tendering works and subsequent management of all aspects of resultant contracts. Including as appropriate, team member, and building users.	To ensure that appropriate contractors are engaged with correct brief and in accordance with force standing orders.
Preparation of budgetary estimates for repair and maintenance works to determine future programmes.	Maintain expenditure within given constraints.

Assist in the maintenance and update of operational and building maintenance manuals with all relevant information.	To comply with legislative requirements.
Represent the department by attending working groups and other meetings as directed.	To ensure the department is properly represented in all relevant forums.
Promote the Estates and Building Services Department by providing a high quality, prompt and efficient service.	Ensure that the Department meets operational service requirements.
Any other duties commensurate with the post as directed.	To ensure a comprehensive service is maintained.
This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the police service.

4. CONTACTS

1.	Building Services Manager
2.	Senior Mechanical and Electrical Engineer
3.	Site Liaison Officers
4.	Contractors
5.	Mechanical and Electrical design consultants.

5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

The post holder will be expected to participate in an out of hours call out support rota. The post holder will be expected to undertake the supervision of occasional out of hours work where necessary.

6. HEALTH & SAFETY TRAINING

VDU Assessment

Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g. manual handling training, Risk Assessments, Asbestos Awareness, Legionella Management, VDU assessment, Control of Substances Hazardous to Health (COSHH & CDM) etc.

7. HEALTH MONITORING	
None	
8. VETTING	
Standard vetting	
9. TERMS OF APPOINTMENT	
Salary Scale F Starting at £24,606 rising by yearly increments to a maximum of £28,947.	
The post holder will be expected to provide a car and undertake call out cover for which a standby allowance will be paid at the prevailing rate.	
Full-time appointment – 37 hours per week – based at Police Headquarters, Winfrith.	
Office hours are from 8.40am to 5.00pm Monday to Thursday, and 8.40am to 3.40pm on Friday, with 40 minutes for lunch. The office is closed on Saturday and Sunday (five day week).	
A flexitime system is in operation within the Department.	
The post holder must have a valid UK driving license or the ability to travel around the county in order to respond to the requirements of the post.	
10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
Criteria to be measured	Competencies Required
Criteria A	A minimum of an Ordinary National Certificate (ONC) or BTEC National Certificate (Level 3) in a electrical, mechanical or plant engineering discipline and be able to demonstrate an in depth knowledge and working experience of electrical, mechanical or plant engineering and improvement works including planning, implementing and managing work to completion.
Criteria B	Good interpersonal skills and verbal/written communication skills and a customer focused approach in order to communicate effectively with operational staff, consultants and contractors.
Criteria C	An in depth understanding and working knowledge of building contract procedures and standard forms of contract in order to manage external consultants and contractors and have experience of planning, implementing and managing work to completion
Criteria D	An understanding and working knowledge of the building regulations, IEE Wiring & Gas Regulations and related legislation with the experience that demonstrates the ability to advise on compliance to statutory requirements at all times.
Criteria E	An in depth understanding and working knowledge of CDM regulations.
	An in depth working knowledge and experience of The Duty to Manage

Criteria F	Asbestos Regulations and Legionella management.
Criteria G	Good organisational skills and must be able to undertake a range of key building maintenance and survey tasks with minimum supervision.
Criteria H	Self-motivated with the ability to prioritise workload.
Criteria I	I.S literate and able to work with various computer-based applications including BMS systems.

<u>Desirable Criteria (if applicable)</u>	
Criteria to be measured	Competencies Required
Criteria J	An understanding of and working knowledge of the Approved Code of practice in respect of water systems management.
Criteria K	An awareness and commitment to promoting equal opportunities.
Criteria L	Have knowledge of sustainability and carbon management matters.