**Job Description**

Job Title: Heating and Mechanical Engineer

Faculty / Department: Infrastructure Services / Estates and Facilities

Reporting to: Engineering Team Leader (Mechanical)

Duration: Continuing

Job Family: Craft (Maintenance)

Pay Band: 6

Benchmark Profile: Craft (Maintenance) Band 6

DBS Disclosure Requirement: N/A

Vacancy Reference Number:

**Details Specific to the Post**

**Background and Context**

The University of Hull has been changing the way people think for 90 years. The University’s motto, Lampada Ferens, translates as ‘carrying the light of learning’ and over the years, we’ve shared that light with thousands of people from across the world. As England’s 14th-oldest university, we have a proud heritage of academic excellence and a history of creating and inspiring life-changing research.

The University of Hull was founded in 1927 and opened for business with 39 students and 14 ‘one-person’ departments. The University now has more than 16,000 students and around 2,500 employees, including more than 1,000 academic staff.

The University of Hull is on a journey, one that is led by our commitment to delivering excellent research and a fantastic experience; the importance of the University Estate and the services we offer has therefore never been higher.

The University’s Estates and Facilities team of over 200 people provide everything needed to design, equip, run, maintain, manage and operate our buildings. Working across the entire Estate which is 250,000m2 and consists of 113 buildings, we have talented space management and development teams who create and deliver state-of-the-art buildings and refurbishments, working closely with our student and staff communities to transform the way research and education is delivered. We have dedicated teams of skilled maintenance experts, specialists in sustainability, facilities and

accommodation management, cleaning and security to ensure we provide an outstanding experience for our communities.

Aligned to our 2030 strategy, our emerging Campus Development strategy and ambitious Carbon Neutral Campus 2027 strategy sets out a blue print for significant and sustained investment in our physical and digital estate to support the provision of world class, sustainable facilities and services to guarantee the best possible experience and outcomes for our students, staff and visitors helping ensure the successful delivery of our ambitious vision.

The Heating and Mechanical Engineering team forms part of the Estates Operations and Compliance section, which also includes asbestos management, BMS, building services, electrical services, grounds and gardens maintenance, legionella management, multi-skilled trades assistants and the customer support services.

The Heating and Mechanical Engineering team, supported by specialist contractors is responsible for planned and reactive works on mechanical installations and equipment throughout the University’s Estate incorporating a 24-hour provision, 365 days per year.

**Summary of Role**

The Heating and Mechanical Engineer will:

* Proactively Support the Engineering Team Leader (Mechanical) in the delivery of a professional mechanical engineering and plumbing operational management service covering planned, essentialpreventive,and reactive maintenance, minor works, alteration, refurbishment, and new installation works ensuring that all work is carried out effectively and efficiently with a high focus on customer service.
* Support the Engineering Team Leader (Mechanical) with organising and overseeing the day-to-day delivery of all Heating and Mechanical services management.
* Carry out and oversee, the repair, maintenance or installation of all plant, equipment, systems and building structure/fabric associated with all University properties. This will consist of Planned Preventative Maintenance (PPM), testing and calibration, fault finding, investigations, emergency response, defect correction and minor works in compliance with all relevant statutory legislation, guidance, and approved codes of practice.
* Cooperate with the Engineering Team Leader (Mechanical) to achieve set Service Level Agreements (SLA) and Key Performance Indicators (KPI).
* Support the Engineering Team Leader (Mechanical) in the implementation of a Heating and Mechanical services Essential planned preventive and reactive maintenance strategy leading to a highly effective, efficient and customer focussed service providing continuous improvements in the condition of the University’s estate.
* In cooperation with the Engineering Team Leader (Mechanical) operate formal policies and procedures for Estate Services in respect of Heating and Mechanical services including Risk Assessment and Method Statements, COSHH and PUWER assessments and other statutory responsibilities.
* Actively participate in the operation of the Computer Aided Facilities Management (CAFM) system, including completion and return of all tasks related information in a timely manner.
* Undertake maintenance, repairs, minor improvements, and capital works across the University as directed by management, working to, and ensuring compliance with university safety standards and procedures.
* Work appropriate to core skills particularly around building and engineering plant and equipment maintenance, however, will progressively be trained to acquire elements of other skills with the intention of reaching levels of multi trade flexibility and competence to enable them to achieve and apply their ability where required.
* Fulfil the role of a Competent Person (CP) for a range of mechanical services as required ensuring that full personal training is undertaken and ensuring that all other staff appointed to these, or similar type roles have the necessary training and competences.
* Provide training, technical advice and support to other skilled engineers, maintenance assistants and trainees/apprentices as required.
* Expected to undertake a formal role acting as a mentor for Estates Apprentices with respect to training, helping to provide personal development and progress assessments. Assist with work schedules to aid completion of training logbooks and evidence-based project work which is essential for the completion of the apprenticeship programme.
* In liaison with the Engineering Team Leader (Mechanical) assist with business contingency arrangements and help to provide Business Contingency Plans to meet emergency situations including the provision of an out-of-hours emergency service across the University.

**Specific Duties and Responsibilities of the post**

The Heating and Mechanical Engineer will:

* Responsibility for the day-to-day organisation of their workload ensuring reactive and planned maintenance tasks is completed within agreed SLAs.
* Tasks will include reactive and emergency work; small project works and Planned Preventative Maintenance (PPM).
* The post holder will be responsible for carrying out all Heating and Mechanical works allocated via the CAFM system using a PDA and any other IT software systems ensuring all information, documentation and certification is correctly completed, recorded, and stored.
* Conduct all works in compliance with the University’s Health and Safety policies under the guidance of the Engineering Team Leader (Mechanical) or without direct supervision.
* Support the Engineering Team Leader (Mechanical) with the appointment, job allocation and observational monitoring of external contractors.
* Conduct skilled Engineering tasks associated with the repair, maintenance and/or installation, testing or commissioning of all plant, equipment, systems and building structure/fabric associated with all University properties spanning all trades within agreed SLAs.
* Maintain a safe working environment in accordance with current Health and Safety legislation both for their immediate place of work and that of their colleagues.
* Prepare and Maintain assets in readiness for inspection of equipment for insurance certification purposes.
* Attend Estate Services and University meetings and departmental briefings as and when required.
* With support, re-adjust plans and priorities in line with service provision and in response to emergency maintenance requirements.
* Use precision tools and measuring devices to obtain readings and test results and produce readings and results for records, and audit to meet quality assurance standards.
* Expected to work across multi-functional trades’ teams to ensure all works will be completed within priority timescales and undertake all training required within the service.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to conduct all the activities listed below.

Overall, Purpose of the Role

The role holder:

• The role holder will have Good practical working knowledge of the systems/processes/operating environment gained through formal instruction and/or experience.

• May have specific responsibility for a clearly defined section or sub-section of work and will use initiative within the boundaries of the role in line with university policies and procedures. This will include the discretion to deal with non-routine queries and/or issues but more complex situations will be referred to senior colleagues.

• Will be responsible to plan and prioritise own work and may be required to delegate work to others within agreed objectives.

**Main Work Activities**

• To carry out all servicing, repairs, maintenance, and installation tasks related to the plumbing and heating engineer trade function in accordance with University Procedures the appropriate Building Regulations

• To carry out minor heating and Ventilation works associated with the main duties of this post.

• To deliver a service in accordance with the Universities procedures, Service Charter & Code of Practice and all relevant legislation and British Standards/European standards.

• To carry out all work requested via the universities communication systems, which include PDA, tablet devices, telecommunication, and IT systems.

•To carry out, as required and appropriate, any repair to a gas, sanitary or heating appliances, plumbing, or heating system identified whilst already undertaking work on the university campus.

• Drain down and recommission (recertify) systems to carry out repairs.

• To accurately record all work activity carried out and the materials used.

• To ensure that all documentation is promptly returned upon completion for all jobs to the team leader.

• Responsible for their own compliance to Health & Safety legislation, safe systems of work and for the safety of any other persons who may be affected by the work being carried out.

• You may be expected to undertake the following work depending upon your level of skill, knowledge, experience, and competency. The above is not an exhaustive list of duties. You will be required to undertake any other reasonable duties in line with the purpose and grading of the post.

Promote value for money and continuous improvement within the service area.

Secondary task

Be responsible for making sure that your ACS and any other renewable qualifications are always up to date.

The role is part of the whole university Estates and Facilities infrastructure team and as such requires you to perform such reasonable tasks that are required, as and when are necessary, to maintain, promote, develop, and expand the department of our organisation and its interests generally.

You must carry out your duties to the best of your ability, having consideration for the needs of your colleagues and the University and its clients/customers. You must abide all lawful and reasonable requests made of you and comply with the Universities rules, procedures, and policies.

**Communication**

• Discusses work related issues, for example. stock requirement, makes requests for plans of buildings.

• Informs and provides team leader of work progression in a timely manner

• Pass on and receive information in relation to jobs from team members and other trades within the maintenance section

• Complete work tasks and job sheets

• Complete paperwork in connection with work and statutory forms, for example gas safety and legionella

• Use handheld electronic devices to receive and relay information

**Team**

• Under the guidance of a team leader, where necessary provide day-to-day support to other members of staff and members of staff new to the work area

* Fully Integrate well into the matrix of the Skilled and Semi-skilled engineers working team.

• Provide instruction to others when required to do so.

**Service Delivery**

• Provide Skilled Mechanical Engineering maintenance support across campus, University buildings and student accommodation

• Carry out daily routine maintenance operations on various systems and equipment

• To undertake daily heating and mechanical duties for maintenance operations on commercial and domestic facilities including fault finding / problem solving and identifying and requesting materials

• To carry out all aspects of heating and mechanical works on small projects

• To carry out Planned Preventative Maintenance works (PPM)

• Be required to carry out workbench repairs and modifications

• To carry out Essential and Critical gas safety servicing, tightness testing and repair works on both domestic and commercial boilers and commercial catering equipment across all the university estates and campus

• Work across multi-functional trades teams to ensure works completed within timescales and ensure available for work during the busy periods to meet university expectations

• Participate Regularly as a member of the emergency call out team throughout the year and including bank holidays

**Planning and Organisation**

• Works without direct supervision; plans and prioritises own work to meet deadlines

• Use a PDA to receive and complete works within priority timescales.

**Additionally, the post holder will be required to:**

• Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g., Display screen equipment assessor, departmental safety officer, fire warden.

• Show a commitment to diversity, equal opportunities, and anti-discriminatory practices This includes undertaking mandatory equality and diversity training

• Comply with University regulations, policies, and procedures

• work on any university sites as directed

• Complete any training/retraining management consider appropriate for the position and needs of the service

• Carry out any other duties commensurate with the grade

