

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Mechanical Design Engineer	JEID	R0115
Salary Grade:	Scale L (SCP 26 to SCP 28)		
Team:	Engineering Services		
Service Area:	Property Services, Enabling Services, Resources		
Primary Location:	Shire Hall, Warwick		
Political Restriction	N/A		
Responsible to:	Team Manager - Engineering Services		
Responsible for:	N/A		

#### Role Purpose

The post holder will be responsible for the design of Mechanical Engineering Installations within commercial buildings of various size, age and construction in conformity with relevant professional and technical standards and statutory requirements, and subsequent project management of said design through to completion on site. Typical projects include heating distribution replacement, boiler replacements and boiler house refurbishments, hot and cold water services, gas services, commercial kitchen refurbishments and general HVAC building services installations and complete replacements.

The post holder will work within a multi-discipline team of professional engineers, architects and maintenance officers responsible for the design of mechanical building installations within WCC's property portfolio.

The post holder will also engage in the commissioning and management of external consultants as required.

The post holder will provide co-ordination between all project stakeholders, ensuring good working relationships with maintenance disciplines and the involvement and participation of the building user.

The post holder will also play a role in ensuring the implementation and uniform use of project Health and Safety standards.

## Role Responsibilities

1. To design mechanical building services installations in conformity with agreed professional standards and technical policies and statutory requirements.
2. Monitor the commitment and expenditure of funds to ensure expenditure is contained within project budget allocation.
3. Carry out designer's risk assessments, review and approve method statements and assist in the preparation of health and safety plans for CDM requirements. Ensure all project documentation involving CDM documents are available and updated throughout project periods, including Health and Safety files on completion. Administer client responsibility under CDM Regulations.
4. Responsible for the delivery of individual mechanical building services projects from feasibility through project management including liaison with stakeholders, organising and chairing project meetings such as prestart, progress, and handover meetings, and review of final accounts, in accordance with existing contract processes.
5. Carry out site surveys and compile reports, schedules of condition etc, as required. Assess compliance with current regulations and be aware of any retrospective requirements ensuing for existing installations.
6. The post holder should be competent in the use of Hevacomp or equivalent mechanical design packages, and AutoCAD computer systems for the development of drawings. To be competent in the design and modification of associated mechanical building services installations.
7. Conversant with the options for energy conservation, sustainability and methods of evaluating viability.
8. Assist and advise maintenance disciplines with preparation of service contract specifications and documentation.
9. Carry out additional duties as may be instructed by the Engineering Manager within the post holders technical and professional competence.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

	<b>Essential Criteria</b>	<b>Assessed By:</b>
Qualifications	Degree/HNC/HND (or equivalent) in Mechanical Building Services Engineering	A, D
Experience	Experience in mechanical building services design	A, I
	Good communication and customer liaison skills	A, I
	A successful track record in project management	A, I
	A successful record of management of contractors on site	A, I
	The ability to work within a multi-disciplined team	A, I
	The ability to produce works specifications to obtain quotation on a competitive basis	A, I
	The proven ability to successfully manage your own workloads and to deliver works on time and within budgets	A, I
Knowledge	A sound understanding of design and maintenance of HVAC systems	A, I, T
	A sound understanding of water regulations and control of Legionella and Bacteria – L8 and the design and maintenance of hot and cold water services	A, I, T
	A sound understanding of Gas Regulations and the design and maintenance of such systems	A, I, T
	An understanding of Asbestos in Buildings	A, I, T
	An understanding of Risk Assessments, Method Statements, H&S and CDM regs	A, I, T
	Have the ability to record on surveys the condition of mechanical installations	A, I, T
IT	An understanding of IT systems such as Microsoft Office based software and other technical software (AutoCAD / Hevacomp or other equivalent mechanical design package)	A, I
Skills and other Personal Qualities	Personal Drive – Ability to achieve results. The desire to work with minimal supervision and be strongly motivated to achieve a high standard.	A, I
	Planning and organisation – Self disciplined and able to manage own time, to respond to changing priorities and workload and achieve targets. Ability to manage a wide range of projects working with both external and in-house professional design and administrative support staff.	A, I

	Communication – Ability to communicate effectively both verbally and in writing at all levels	A, I
	Teamwork – Recognise individual responsibility to contribute to the performance and success of the team. Understand the needs of others.	A, I
	Flexible – Maintain a high level of performance under changing conditions, tasks or people	A, I
	Other requirements – Ability to travel effectively throughout the County to undertake and fulfill job requirements	A, I
Special Conditions	Physical requirements to undertake inspection of difficult access i.e. plant rooms, roofs, voids, basements etc	A, I
	Willing to complete a DBS application if offered the post.	A, I

### Desirable Criteria

Assessed By:

Qualifications	Qualifications: Member or working towards membership of a recognised body (i.e. CIBSE)	A, D
Experience	Experience of working within public buildings / education sector	A, I
Knowledge	Membership of the CSCS card scheme	A, D
	A working knowledge of electrical services	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process, and/or operation risk assessment whereby all of the significant risks are identified, recorded, and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

Provision of personal care on a regular basis

Driving HGV or LGV for work

<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	