



Job Title: Building Services Engineer (Mechanical)
Grade: 7
Salary: £39,105 - £45,163 per annum, pro rata if part-time
Department: Estates and Digital Services
Hours/Contract: Full-time or job share, Permanent
Job Family: Community and Operational
Reference: 11139

Role Purpose

Specify, source and maintain mechanical assets including but not limited to Mechanical Systems. Proactively manage, maintain and repair those assets through a planned maintenance programme ensuring that all assets are delivered to a defined quality in a safe and cost-effective manner in support of University requirements and statutory compliance. The role will be responsible for mechanical systems including heating and chilled water, verifying correct operation, be proactive on system failures and support RM technicians with solutions. Act as appointed person for a range of specified systems.

Resources Managed:

Heating systems, LTHW, MTHW, Chilled Water systems, PHX, Pressurisation Units, Pumps, Sumps Pumps, Hydroboils, POU water heaters, Closed loop systems water treatment.

Main Duties and Responsibilities

- Performance manage the service delivery of specific planned maintenance activities to ensure compliance with legislation, as well as achievement of contract specification and best value. These may include Heating Systems, LTHW, Chilled Water systems, Pressurisation Units, Pumps, Sumps Pumps, Hydroboils, POU water heaters, Closed loop systems water treatment. The list of reports will be confirmed on appointment but may be shared with other BSE. The role will also assist the grade 8 BSE with management of contracts which may include ventilation, cooling, Gas Boilers, gas networks, Mechanical systems, Steam systems. Deputise for Senior Building Service Engineers when appropriate, attending meetings to represent the PPM Department, assisting with planned 'out of hours' working and technical support for emergency breakdowns or call outs.
- Managing contractors and ensuring KPIs are met. Procuring and allocating work to appropriate contractors within UOL procurement procedures and ensuring best value. Ensuring contractors are working within UOL Health & Safety policy and all relevant HSE regulations. Having regular progress meetings with contractors. Site inspections and reporting of incidents and any matters affecting buildings. Finding solutions to problems arising on the Estate.
- Act as the technical expert for the delegated range of plant, specifically Heating and chilled water systems equipment and services (including but not limited to) – Pressurisation Units, Pumps, sump pumps, closed loop water treatment, Auto doors, car park barriers - giving advice and support to all internal personnel including Reactive Maintenance, PPM and Development staff as well as external maintenance contractors. Share knowledge through items such as delivering toolbox talks. Undertake engineering inspections, compliance and audit processes across the





University sites, acting on issues to ensure continued statutory compliance and reporting exceptions.

- Act as Appointed Person for specified range of mechanical and electrical services (specific appointment will be made by formal letter depending). Maintain the required level of training, experience and competency for each appointment. Appointments will be (but not limited to) from the following:
 - Natural gas
 - PSSR
- In association with the Senior Building Service Engineers, Develop and maintain asset management plans that cover short (1 - 3 years), medium (3 - 5 years) and long (5 years +) term needs of the University. Regularly review and update plans to reflect changes in estate, statutory legislation, compliance and University policy.
- Project manage maintenance projects (up to an approximate value of £1m) as part of Long Term Planned Maintenance programmes. Project Manage systems changes & enhancements, replacement or new installation mechanical projects, using external consultants for specialist designs where appropriate. Act as informed client and Asset owner for major and minor projects managed by projects and planning team, through key stages of delivery.
- Liaise and communicate with senior staff within Academic and Professional Services departments, incorporating customer feedback into future development plans. Maintain constructive relationships with students, academic staff, other staff, and the wider working communities within University areas.
- Maintain through continuous professional development a high level of professional knowledge and understanding of current and impending legislation concerned with mechanical asset management.
- Participate in projects, safety committees working parties and carry out any other duties as may be reasonably required by job role including emergency attendance at site out of hours.
- Utilise corporate systems to share knowledge and drive benefits in terms of performance and cost control across all areas of responsibility, making recommendations as appropriate.

Internal and External Relationships

- Estates Directors, Senior Leadership team, Senior management team, Head of Maintenance & Engineering, Senior Building Services Engineers, Building Services Engineers, other Asset Maintenance Managers, reactive maintenance team, BMS team, external contractors, academic and administrative colleagues on daily basis to ensure maintenance work and projects progress.
- Internal/ external design teams on regular basis to ensure that maintenance requirements are met within plans for new projects.
- Local Authority/ other statutory bodies to ensure compliance on ad hoc basis.
- Authorising Engineers for Water and PSSR





Planning and Organising

- The role requires the management of resources and is involved in the definition and delivery of an asset management plan involving multiple pieces of engineering works adding up to significant financial value. Extensive planning and organisation will be required. Often acting as a subject matter expert and advising and influencing others more senior.
- Develop and implement policies and procedures to ensure they meet departmental requirements in short and longer term.

Qualifications, Knowledge and Experience

Essential

- Educated to degree or equivalent in a relevant subject or able to demonstrate significant experience maintaining complex commercial heating and cooling systems. *
- Knowledge of current regulations as applicable to mechanical asset management. *
- Knowledge of people management.
- Knowledge of managing finances and budgeting.
- Experience of managing the mechanical asset maintenance of heating and cooling systems Inc. reactive minor works, mechanical compliance and planned maintenance, including use of work schedules and briefs.
- Experience of fault finding, problem solving and analysis of heating and cooling systems using BMS as a diagnostic tool. *
- Experience of preparing maintenance specifications, tendering processes, contract service delivery management & contract administration.
- Prepare and implement safe systems of working including risk assessments and method statements

Desirable

- Professionally qualified
- Experience of people management.
- Experience of working in Higher Education or Public Sector
- IOSH or NEBOSH Health and Safety Qualification

Skills, Abilities and Competencies

Essential

- Strong customer focus. *
- Contract management experience. *
- High level of planning and organisational skills – project management experience. *





- Strong negotiating skills and influencing skills.
- Strong written and oral communication skills. *
- Self-motivated and tenacious, able to manage their own workload and achieve results.
- The post holder must be able to visit areas of the University Estate that are dirty, dusty, difficulty to access or in high/exposed locations. *
- IT literate

****Criteria to be used in shortlisting candidates for interview***

Additional Information

The post holder is required to attend all parts of the University Estate so it is desirable to own a vehicle and be prepared to use it on University business.

This job may require out of hours response by telephone or visit during an emergency or pre-planned maintenance work.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

