



Role Profile

Reference Number	
Role Title	Mechanical and Electrical Services Surveyor
Directorate	Customer and Property
Department	Facilities Management
Reports to	Senior Mechanical and Electrical Services Surveyor

Role Purpose

Provide technical expertise and co-ordination in the design, management, proper implementation and use of mechanical and electrical systems, so that they are delivered in accordance with legislation and other in-house requirements in support of property compliance.

Accountabilities

- Provide advice, interpreting policies and procedures relating to the use, maintenance and alteration of mechanical and electrical systems in relation to running costs and compliance. Evaluate proposed projects so that repair and maintenance is conducted in accordance with legislation, procedure, and best practice.
- Liaise with client departments to clarify their specifications for mechanical and electrical works including cyclical maintenance, developing written briefs and drawings (where necessary), to ensure that works are commissioned in accordance with business requirements. This will involve the production of work schedules, specifications, drawings, programmes, technical reports, and fee calculations for projects.
- Co-ordinate procurement processes, including the costing of estimates for the work and preparation of tender documentation, so that contractors of appropriate quality, ability and affordability are appointed to complete works. Where necessary holding appropriate accreditations.
- Arrange, oversee, and sign off the delivery of works, to ensure that mechanical and electrical systems, maintenance or improvement works are delivered in accordance with quality, cost, and time requirements.
- Undertake building and technical system surveys and analysis, including identifying defects and needs for repair, to inform and recommend the need for refurbishment / improvement schemes. This includes advising on defects failure potential, minor accident & damage reports and insurance claims.
- Undertake contract administration, including the verification of works and associated payments, to complete works in accordance with the Council's contracting procedures, and confirm that contractor obligations have been met.
- Monitor performance indicators with particular reference to health and safety.
- Conduct consultation and liaison with external bodies and members of the public, to gather information and deal with complaints and enquiries. This will include representing the section at public consultation events, meetings, and dealing with non-standard correspondence.
- Provide input to and submit necessary approval applications, such as building regulations consent or planning approval, so that any works under the remit of the role are delivered in accordance with necessary consents and legislation.
- Ensure that information and asset management data is collected and stored to inform consultation, legal proceedings, or analysis of trends and issues, that clear records and up to date information is available for the department or business unit.
- The post holder will be working in the following fields in addition to ad hoc projects

• Lifts	• Photovoltaic systems	• Emergency call systems	• Air conditioning
• Renewables	• Digital aerial systems (IRS)	• Disabled adaptations (equipment)	
• Electrical Safety	• Fire Alarms	• Door entry systems	
• Domestic and Commercial Boiler Servicing and maintenance	• Pumping Stations		
• Commercial Ventilation Systems		• Lightning conductors	
• Smoke alarms			
• Generator sets	• AOVs	• Sprinklers	
• Digital aerial systems (IRS)	• All lighting internal, external and emergency lighting		

Knowledge / Skills / Experience required

- Degree level or significant equivalent experience with relevant professional qualification relating to mechanical and electrical systems – construction management.
- Knowledge of contract and project management techniques, including cost and quality control.
- Advanced knowledge of regulations, legislation and processes relating to mechanical and electrical, construction or engineering.
- Knowledge and experience of using computer design and drawing packages, such as AutoCAD.
- Advanced knowledge and understanding of health and safety legislation and its application to building trades, engineering, construction, maintenance and repairs.
- Significant experience in mechanical systems, electrical systems, responsive repairs and maintenance or small improvement projects.
- Ability to plan and organise own work and deal with competing demands, and to supervise and direct work of others such as contractors.
- Ability to communicate effectively, to guide others, and cause understanding in others, drawing on technical and specialist knowledge.

Dimensions of role

- This role will provide supervision and direction, or approval of contractor works.
- This role will have budget responsibility and monitor cost information relating to the delivery of projects.
- Planning will typically be over days and weeks, but the role holder will need to understand the work of client departments/team and be able to organise their own time.

Notes

Date:	
Working Conditions:	• Based at Dalling Road or BCP Civic Centre, flexible working role
Working Arrangements:	• Will need to travel around the BCP area to work on site to monitor projects.