

## JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF34922_R2
<b>Post Title:</b>	Deputy Head of Building Maintenance – (Electrical/Projects Handover)
<b>Grade</b>	G7
<b>School/Department:</b>	Estates – Maintenance Services
<b>Reports to:</b>	Head of Building Maintenance
<b>Responsible for:</b>	BMS team

### Purpose

To provide and coordinate the delivery of an efficient, effective and prompt customer focussed maintenance service to the University in accordance with agreed service levels and performance indicators.

To provide technical support to the Maintenance Services, other Estates teams and associated consultants and contractors.

### Main duties and responsibilities

The main duties and responsibilities of the Deputy Head of Building Maintenance – (Electrical /Projects Handover) are:

To act as deputy to the Head of Building Maintenance with specific responsibility for the University Electrical networks and act as liaison with the Projects teams with regards to handover and maintenance stakeholder engagement.

### Electrical - General Responsibilities

To act as the University's senior electrical engineer with responsibility for the high voltage (HV) network and the management of the low voltage (LV) network. To act as HV & LV Duty Holder and senior authorised/authorised person based on relevant training

Specific responsibilities:

### High Voltage (HV) – Specific Responsibilities

- Management of the University High Voltage network. Ensuring that the University meets its statutory requirements with respect to HV networks.
- Liaise with the Maintenance Contracts Manager to ensure that there is an appropriate maintenance programme in place for the University HV network
- Responsible for ensuring there are robust University HV Policy & Procedures in place and that these arrangements are implemented.
- Responsible for ensuring HV training, development and authorisation of the Maintenance Services HV Authorised Persons (AP).
- Ensure that safe entry to substations training for Maintenance Services & others requiring access is in place and updated regularly.
- Liaise with the nominated specialist contractor to ensure safe HV fault location identification and rectification.

- Liaising with SSE Control relating to the joint operating agreement (JOA) and parallel running agreement for the CHP.
- Support and advice to Estates and other stakeholders with respect to the University's HV Infrastructure, including alterations, design & installation works.

### **Low Voltage (LV) – Specific Responsibilities**

- Management of the University Low Voltage network. Ensuring that the University meets its statutory requirements with respect to LV networks.
- Ensure that fixed wire electrical testing is undertaken at appropriate cycles on all academic and support buildings.
- Carrying out review electrical test certificates and remedial action.
- Responsible for ensuring there are robust University LV Policy & Procedures in place and ensuring that these arrangements are implemented.
- LV training for staff.
- Responsible for the LV training for Maintenance Services staff where appropriate.
- Responsible for Maintenance Services NICEIC accreditation. Working with the NICEIC QS to ensure that University is compliant. Attendance at the annual NICEIC inspection meeting
- Ensuring that master LV schematics and drawings are kept up to date by project & maintenance teams.
- Provide support and advice to Estates teams and other stakeholders with respect to the University's LV network.

### **Maintenance Management**

- To deputise for the Head of Building Maintenance when required to.
- To act as line manager for the Maintenance BMS team. Provide support and advice, prioritise workload where necessary, manage team leave.
- Undertake annual PDRs with team members and participate in an annual PDR with the Head of Building Maintenance
- Attend and contribute to Maintenance Management Team meetings.
- To coordinate maintenance works, as far as practicable, to minimise disruption to building users.
- Work as part of a team and work proactively to achieve best results for the University.

### **Technical Support**

- Act as the main point of contact for project handover from Maintenance Services, Project and Property Services teams. Ensure that handovers are carried out strictly in accordance with the Department's Asset Information Requirements guidance.
- Ensure that all necessary statutory and operational records are transferred at project handover and information stored in the appropriate medium. Review technical documentation at handover to ensure it complies with the Asset Information Requirements (AIR) and statutory requirements.
- Provide technical advice to projects teams, including their appointed consultants and contractors when requested.
- Act as the main point of contact for project review during design development. Attend project design review meetings when requested.
- Act as the point of contact for queries relating to snagging and defect resolution. Develop systems to formally notify project teams of technical issues and track actions. Maintain records of outstanding defects.
- Assist maintenance teams and other stakeholders with fault diagnosis where appropriate.
- Act as part of first line Maintenance Services response team for site emergencies, such as loss of utilities, flooding, storm damage etc.

## **Technical Standards**

- Reviewing and update Maintenance Services technical guidance and standards at the designated review intervals. Ensure guidance and standards reflect current industry best practice, where appropriate. Ensure updates are communicated to the relevant stakeholders and are uploaded to the Maintenance Services website.
- Provide strategic advice on the future development of University technical systems. This should include security systems, fire alarm and emergency lighting, building management systems and other site wide engineering infrastructure. Ensure that technical standards are updated where appropriate to reflect revised standards.
- Provide advice to Maintenance Services and other property/project teams on the implementation of Maintenance Services technical standards.
- Keep up to date with emerging technical developments & new legislation. Advise the Head of Building Maintenance on the impact of emerging legislation or technical changes where these may impact the University.
- Assist the Maintenance team with the development of technical specification and procurement documents where relevant.
- Periodically review maintenance test, inspection and service records to ensure they are being maintained to appropriate standards that meet the university's statutory and operation requirements.

## **Customer Support**

- Respond to technical enquiries (via phone, TEAMS, email etc) and provide advice where appropriate.
- Maintain regular contact with customers within the University to ensure that the services provided meet their needs & expectations.
- Deal with complaints or technical issues affecting them in a timely manner.
- Provide effective feedback to support monitoring of Service Level Agreements, contractor and supplier performance etc.

## **Health & Safety**

- To be proactive in maintaining, supporting & promoting a secure and safe working environment for Maintenance Services staff, consultants, contractors and others affected by our work.
- To ensure that both the in-house maintenance team and our consultants and contractors comply with University safety policy and procedures. Including completion of dynamic and written risk assessments, permits to work, safe systems of work, manual handling, asbestos register, COSHH assessments, incident/accident reporting and all other current University H&S policies.
- Ensure suitable and sufficient risk assessments are in place before work is undertaken, including work undertaken by maintenance contractors on your behalf.
- Ensure work under your management is undertaken in accordance with written and verbal instruction, safe systems of work and current Health & Safety legislation.
- Proactively intervene, when it is safe to do so, where unsafe working practices are noted. Report any concerns to the Head of Building Maintenance.
- Assist other managers with the investigation of accidents and incidents.
- Maintain and wear appropriate Personal Protective Equipment (PPE) as required

## **Other Duties & Responsibilities**

- Undertake all necessary training to maintain competency levels
- Assist other Maintenance Services managers in delivery of departmental training, where appropriate.
- Any other duties requested by the Maintenance Services Director or Head of Building Maintenance

**Supervision received:**

Via the Head of Building Maintenance

**Supervision given:**

The post will be responsible for the direct supervision of a maintenance BMS team of two.

Supervision of University appointed specialist/framework contractors

**Contact****Main Internal Contacts**

Regular contact with Maintenance Services team, Project Managers, Sustainability team, Cleaning, Portering and Security, Building Support Officers, Technical Services, Schools/Departmental, Campus Commerce, Property Services, Catering, Sports, Halls Liaison and Events Team.

**Main External Contacts**

Regular contact with maintenance consultants and contractors, project team consultants and contractors, specialist suppliers.

**Terms and conditions**

Full time permanent post. Some weekend working may be necessary.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

*\*1 - a separate agreement is in place and additional payment is available for whoever takes on a responsible person/duty holder role subject to competency, completion of probation period and authorisation from the Director of Estates*

**Date assessed: 12 August 2021**

# PERSON SPECIFICATION

Job Title	School/Department
Deputy Head of Building Maintenance – (Electrical/Projects Handover)	Estates- Maintenance Services

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Expertise and competence within this discipline.</li> <li>• Understanding of service provision.</li> <li>• Providing analytical data to allow performance analysis.</li> <li>• Works well under pressure, organising workload to ensure compliance of our published SLA's</li> <li>• I.T. literate and be able to accurately record, process all relative documentation.</li> <li>• Good knowledge of electrical HV &amp; LV networks and services.</li> </ul>	<ul style="list-style-type: none"> <li>• Broad knowledge of building and mechanical services.</li> <li>• Knowledge of Fire alarm and emergency lighting systems.</li> <li>• Knowledge of Security systems.</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• A relevant qualification in an Electrical engineering discipline (minimum requirement equivalent to NVQ level 4)</li> <li>• A recent qualification to BS7671</li> <li>• Relevant H&amp;S training, IOSH or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Past or current evidence of HV operation/authorisation</li> <li>• 18th Edition IEE Wiring Regulations to BS7671</li> <li>• 2391 Testing &amp; Inspection certificate</li> <li>• Up-to-date record of continuing professional development.</li> <li>• A relevant qualification in facilities management or surveying.</li> </ul>

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Awareness of current statutory requirements.</li> <li>• Knowledge/experience of working with electrical engineering services.</li> <li>• Ability to deal effectively with staff and customers at all levels.</li> <li>• Awareness of performance measurement and ability to meet KPI &amp; SLA targets.</li> <li>• Good problem solving, diagnostic and analytic skills.</li> <li>• Ability to work under pressure.</li> <li>• Provide technical support / advise as required</li> <li>• Ability to deliver presentations and toolbox talks where required.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge/experience of working with mechanical engineering services.</li> <li>• Broad based understanding of other maintenance trades. E.g. general building, mechanical, electrical services etc.</li> <li>• Understanding of FM software and management systems (training will be provided on in-house systems)</li> </ul>
<p><b>Relevant Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience in all aspects of planned, preventative and day to day reactive maintenance issues.</li> <li>• Experience of planning and prioritising maintenance work.</li> <li>• Knowledge/experience of the supervision of appointed specialist/framework contractors.</li> <li>• Line management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience in a similar environment.</li> <li>• Awareness of current statutory requirements relating to the built estate.</li> <li>• Knowledge/experience of the supervision of a direct labour team.</li> </ul>

<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Proactive and self-motivated</li> <li>• Good team player</li> <li>• Good leadership skills</li> <li>• Good communicator with client-facing attitude and demonstrable customer care</li> <li>• Flexible, well organised, able to project a professional image and demonstrate proactive attitude in work related issues,</li> <li>• Provide close liaison, communication and interaction with trade teams and managers</li> <li>• Good people skills</li> </ul>	<ul style="list-style-type: none"> <li>• Pragmatic</li> <li>• Requires minimal supervision</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Prepared to undertake training to be HV Senior Authorised/Authorised Person</li> <li>• Prepared to work outside normal working hours, should the need arise.</li> <li>• Prepared to participate in the Maintenance Team Duty Engineers Call-out rota where required</li> <li>• Must hold current car driving license</li> </ul>	

Completed by: Ian May	Date: August 2021
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