**Job Description**

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| Job Title: **Building & Engineering Maintenance Engineer – Apprentice** (level 3) |
| POSCODE: |
| Grade: |

**Overall purpose of the job**

To be responsible for completing a a range of maintenance work that encompasses engineering services such as ventilation, heating, electrical and air conditioning, water supply, waste and drainage;

* Assist in ensuring the organisation is safe, compliant and has a robust and planned preventative maintence regime in place.
* Assist in ensuring systems continue to operate to their design specification with planning and process in place to mange these systems
* Assist in the responsibility for fault finding, fault diagnosis, repair and maintenance of components and equipment within the Council’s corporate portfolio
* Assist in ensuring the best building maintenance outcomes for the staff, members, partners and services that assist the organisation in maintaining full compliance and also meet legal, statutory and adhere to CCC policies and procedures at all times.

To provide support to colleagues within Property on all matters relating to building maintenance throught the Property Portfolio.

**Main accountabilities**

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|  | To plan and complete a range of maintenance work in accordance with the scheduled planned and reactive tasks within the following building and engineering services; ventilation, heating, wate, waste and drainage. |
|  | To be competenent and responsible for the safe isolation, disconnection, reconnection and reactivation of all planned preventative maintenance and undertake any required remedial repairs within current remit. |
|  | Monitor and mange the effective and safe operation of plant and equipment through associated building and management systems and ensure these systems are operating to the agreed design specifications. |
|  | To take ownership and accountability of work performed and develop and follow learnt skills and detailed knowledge of site and assets to be able to fault find, diagnose, repair and maintain a variety of systems and ensure plans are in place for the coordination of regular service and maintenance as per the recommended guidelines. |
|  | Deal with a number of colleaguees from different services, clients, stakeholders and contractors to ensure maintenance and repair activities are undertaken with minimal downtime, and impact on the building and its users while maintaining the highest degree of professionalism. |
|  | Planning, organising and undertaking activities in ways which use resources effectively to complete work, with consideration for cost, quality, time, safety, security and environmental impact, within relevant legislative requirements, specifications, codes of practice and industry recognised practices. |
|  | Maintain an up to date knowledge of changes to legislation and professional and technical standards relative to building maintenance in order to safeguard the Council’s interests at all times. |
|  | Demonstrate competence in Health and Safety, communication to a variety of people of all levels, quality control and environmental requirements that are appropriate to the task, while helping to facilitie and meet the Council’s stringent net zero targets. |
|  | Be able to work in occupied and unoccupied buildings, with little supervision while adopting and adhering to safe working practices that does not endanger themselves or others. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

The ideal applicant will have good communication and organisational skills, the ability to work individually as well as part of a team. Don’t worry if you can’t yet fully demonstrate the essential criteria, a willingness to learn and develop is just as important and we will support you fully on your apprenticeship journey to undertake the Building & Engineering Maintenace Apprenticeship.

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| 5+ GCSE’s (or equivalent) | To include English, Maths and Science Grade C and above | Essential |
| A Levels / BTEC /NVQ in further education | Engineering /Building maintenance | Desirable |

Following successful completion of the apprenticeship and end assessment, the individual will be competent as a Building and Engineering Maintenance Engineer and have the essential skills required for the post.

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| Identify | Describe | Essential/Desirable |
| **Knowledge & Experience** |  |  |
| Working Safely and Sustainably | Relevant safety legislation and safe working practices applying to themselves and others.  Environmental protection measures within building services engineering for effective use of material resources, minimising wastage, legislation surrounding the effective use of energy, gas and water resources. | Essential |
| Planning & Preparing | Utilise resources effectively including the roles and responsibilities of relevant people; ensure the correct tools, materials and equipment are available; produce risk assessments and method statements.  Consulting with clients and making them aware of any impact work will have on the system, the buildings use, and how long it is likely to take. | Essential |
| Legislation and Regulations | Have an understanding of relevant legislation, technical developments and industry practice in relation to Building fabric and maintenance solutions  Have an understanding of Building Regulations | Essential |
| Project Management | Practical experience of working with a variety of customer groups including the public, staff, and partners . Ability to forward plan and work autonomously | Desirable |
| Quality Assurance | Experience of providing quality assurance upon the completion of maintenance reactive tasks | Desirable |
| Financial Management | Awareness of costs and control of budget spend to be able to recognise and save on costs where necessary and scrutinise quotes to obtain best practice and value for money. | Desirable |
| **Skills** |  |  |
| Communication | Able to contribute practical and innovative ideas. Communicate effectively in all manners that are appropriate, logical, well-structured, concise and accurate to all levels and stakeholders | Essential |
| Working Effectively and Efficiently | Working reliably and effectively without supervision, to the appropriate specifications, codes of practice and be aware of the needs and concerns of others, especially where related to diversity and equality.  Solving problems within their own scope of responsibility, by applying technical and behavioural skills and knowledge to define the problem, identify, evaluate and select alternatives and implement solutions. | Essential |
| Accountability | Accept and take responsibility for their own work and where possible and if necessary, take accountability for all work performed and work completed under durisdiction. | Essential |
| Innovation & Personal Development | Have the ability to contribute to practical and innovative ideas towards the CCC strategic property and assest management agenda. Have a desire to learn from experience, learn from others to promote and improve personal performance. | Desirable |
| Travel | Ability to travel effectively around the county on Council Business. | Desirable |
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| Equality, Diversity and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | |

**Disclosure level**

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| What disclosure level is required for this post? | None | Standard x (may be required to attend childrens homes, care homes & schools) |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid | Field | Remote  x | Mobile |