The Highland Council

Job Description

Service:	Place Cluster	**Section:**	Property
Job Title:	Engineer (Building Services)		
Grade and Salary:	HC9 : £42,879 - £46,410.p.a. Salary placing will normally be at the first point of the scale.		
Location:	HQ Inverness		
Responsible to:	Property Manager (Building Services)		

Job Purpose:

1. Responsible for ensuring that building services engineering related maintenance works, and services carried out by, or on behalf of The Highland Council are delivered safely and effectively managed across the Council's built estate.

2. Responsible for providing: a professional service, technical advice, and information on all aspects of building services engineering installations, including management, design, operation and maintenance, in line with the Council's policies, procedures and statutory legislation.

3. To assist with the development of standards for the specification, design, and management of building services engineering services.

Key Duties and Responsibilities:

1. Assist in ensuring that The Highland Council is managing and continuously improving its property assets and is compliant with all building services engineering statutory obligations.

2. To assist in the development, implementation, review and update of building services engineering policies and procedures for all Council properties.

3. Ensure that effective arrangements are in place to ensure that all building services engineering installations are efficient, economic and comply with statutory legislation. All such arrangements are to be developed within an agreed quality assurance process.

4. Provide professional and technical advice on building services engineering in respect of buildings, design, equipment, and fuel selection/performance.

5. Assist in the development and promotion of new energy efficient technologies.

6. Carry out survey work, at times unaccompanied, to assess the condition and standard of services installations.

7. Liaise with the Property Manager to ensure that information revealed during inspections relating to the performance of buildings is used to improve the design of future projects.

8. Assist in the preparation of cost estimates for engineering capital projects and maintenance activities.

9. Prepare and deliver annual programmes of work for building services engineering installations in line with the Councils Financial Regulations and Contract Standing Orders.

10. Take responsibility for managing Revenue and Capital budgets allocated by the Service Lead for building services engineering projects.

11. In conjunction with the Property Manager, allocate and distribute work to subordinates and control all aspects of their work.

12. Liaise with clients, design personnel, energy and sustainability staff, project managers, and external consultants in the preparation, completion and implementation of design briefs.

13. Undertake calculations associated with building services installations.

14. Attend and contribute to Design Team meetings from feasibility through to project completion on site.

15. Assist in the Preparation of specifications, bills of quantities, cost reports, tender reports and CAD drawings for engineering services including plant layouts.

16. Liaise with and co-ordinate the work of external consultants including checking and ensuring that consultants' drawings and other documents meet project requirements.

17. Carry out duties of Contract Administrator in regard to the delivery of building services engineering maintenance contracts, revenue projects and capital improvement projects.

18. Carry out supervision of contractors to ensure that work is completed on time, to budget and agreed quality standards and in compliance with current Health & Safety legislation. Ensure that any failure by a contractor to comply with legislation or standards is dealt with quickly and effectively.

19. Undertake engineering investigations, contract and servicing audits, and produce weekly performance reports, technical reports and recommendations.

20. Advise the Property Manager on issues of detail during contractual disputes.

21. Represent the Service as directed at Council Committees, Sub-committees and Working Parties.

22. Participate in the Council Performance Review Scheme.

23. Assist the Principal Engineer to ensure that staff under your control gain the correct training and experience and receive advice and assistance when required and that they are kept informed of statutory changes and changing Council policy and are provided with appropriate technical information about new building materials and methods of construction.

24. Bring all grievances and problems of a staff nature relating to Section staff under your control to the attention of the Principal Engineer.

25. Undertake such other duties as may devolve upon the Service or may be assigned from time to time by the Director of Development & Infrastructure, Head of Property, Property Manager.

26. The postholder shall carry the authority to instruct the immediate shut down and isolation of any unsafe Highland Council engineering installation and shall immediately inform the Head of Property and the Property Manager on the reasons for doing so

27. The postholder shall carry the authority to instruct the cessation of any unsafe work practice identified on any Highland Council site and shall immediately inform the Head of Property and the Property Manager on the reasons for doing so.

Other Duties:

28. The postholder may be required to perform duties appropriate to the post other than those given in the job specification. The particular duties and responsibilities attached to the post may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations would not themselves justify a reconsideration of the grading. As a result of such variations, it may be necessary to update this job specification from time to time.

29. The post holder will be expected to maintain an awareness of Highland Council policies and be conversant with the latest statutory legislation relating to the built environment, corporate governance, health & safety and best value.

30. A commitment to continued professional development and an awareness of general construction industry changes is essential.

Date: 27 July 2022

The Highland Council

Person Specification

Service: Development & Infrastructure - Property

Job Title: Engineer (Building Services)

Location: HQ Inverness

Date: 14 January 2024

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. Minimum of HNC/HND in Building Services Engineering and relevant experience at a suitable level in the management of electrical engineering installations and the contract administration of electrical engineering maintenance contracts relating to non-domestic/public buildings.

2. Working towards corporate membership of an appropriate professional body.

3. Capable of administering contracts on site, including good knowledge of contract law, statutory regulations, British Standards, European Standards and their implementation in relation to engineering and maintenance contracts.

4. Knowledge of property related Building Services Engineering legislation.

5. Knowledge of the CDM Regulations, Asbestos Management Legislation, relevant Approved Codes of Practice, Energy Efficiency and Sustainability.

6. Proficient and experienced in the use of maintenance work orders systems, property databases, Microsoft office suite or equivalent, BMS Systems along with the ability to read and understand construction/engineering drawings.

7. Proven experience in the preparation of designs, specifications, and bills of quantities for building services installations.

8. Competent user of design computer packages (e.g. AutoCAD, NBS).

9. Demonstrable experience of hazard identification and risk assessment.

10. Experience of liaising with Clients, residents, consultants, and Project Team members.

11. Able to evaluate information and identify solutions to overcome problems/issues.

12. Able to communicate effectively at any level in an appropriate manner, both orally and in writing, including production of detailed technical reports.

13. Able to work unsupervised and as a team member with other professionals.

14. Able to set targets, cope with competing deadlines and prioritise tasks.

15. You will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the Service.

Ideal Attributes

Ideally you will be able to provide evidence of the following:

1. BSc or degree level qualification in Building Services Engineering.

2. Chartered Engineer status.

3. Corporate Member of CIBSE, IET or equivalent other Professional Body.