

Job Outline

Post: Commissioning Engineer (Building Services)

Location: Inverness

Hours: 35 per week

Duration: Permanent

Cluster: Property & Assets

Grade: HC09 (£46,155.20 - £49,959.00)

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Job Purpose

- To assist the Principal Commissioning Engineer throughout the complete range of commissioning management duties leading to the delivery of safe and effective building services installations in non-domestic buildings on The Highland Council's capital programme.
- To be responsible for the preparation of Commissioning Plans (from contract inception through to handover of building), and associated documentation for the Commissioning of Building Services (within the Council's property portfolio).
- To be responsible for the establishment and detailing of bespoke commissioning processes and procedures for individual project/contract works.
- To provide professional and technical advice and information on all aspects of commissioning of building services, its impact on the operation and maintenance in buildings, all in line with the Council's policies.
- To oversee the Commissioning on site and provide Client-side validation that the agreed commissioning has been carried out and should be capable of operation within the stated design parameters.

Job Description – Key Duties and Responsibilities

The post holder will be required to:

- Ensure the Highland Council continuously improves its property assets through the delivery of an effective commissioning strategy for new and altered building services installations.
- Provide professional and technical advice and leadership on commissioning requirements and timings across all Council projects.
- Support the development, implementation, and review of commissioning policies and procedures for all Council projects.
- Keep abreast of new technical requirements and legislation, and advise clients, property officers, and project teams accordingly.
- Advise on property risks associated with the commissioning of building services.
- Monitor commissioning and verification works on-site, ensuring compliance with CIBSE Code M and project specifications.
- Supervise contractors to ensure work is completed on time, within budget, and to agreed quality standards, in line with Health & Safety legislation.
- Ensure contractors and consultants understand commissioning and handover requirements, and that all documentation is accurate and complete.
- Prepare schedules, programmes, and standards for the acceptance and handover of building services installations.
- Prepare regular reports relating to commissioning activities across the estate.
- Provide ongoing commentary on commissioning status and verification of building services installations.
- Ensure documentation supports post-occupancy evaluation (POE) and planned maintenance requirements.
- Liaise with colleagues, clients, design teams, project managers, contractors, and external consultants throughout the commissioning process.
- Coordinate with other Council sections to ensure commissioning outputs meet broader operational and maintenance needs.
- Attend and contribute to design team meetings from feasibility through to project completion.
- Support the wider project team in delivering the Commissioning duties as defined within CIBSE Code M.
- Represent the Commissioning Team and Service at Council Committees, Sub-committees, and Working Parties as required.
- Promote improvements and efficiencies in commissioning processes, including energy and carbon reduction initiatives.
- Assist the Principal Commissioning Engineer in ensuring staff receive appropriate training, support, and updates on statutory and policy changes.
- Participate in the Council's Performance Review Scheme.
- Travel efficiently across various Highland locations to meet service needs. A valid driving licence and access to personal transport are required.



- Undertake additional duties as assigned by senior leadership, including the Assistant Chief Executive – Place, Chief Officer – Property and Assets, Service Lead, or Property Manager.

Other Duties

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 posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

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. A commitment to continued professional development and an awareness of general construction industry changes is essential. You will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the Service. Duties and responsibilities will vary from time to time.



Person Specification

Essential Attributes

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

- BEng (Hons) in Building Services Engineering or a related discipline.
 - Current membership of the Commissioning Specialists Association or other equivalent Professional Body.
 - Extensive experience of commissioning building services across a wide range of projects in non-domestic settings, including the participation in workshops and reporting.
 - Knowledge and experience of working to CIBSE Code M Commissioning Management and ensuring its implementation throughout all stages of a project.
 - Certification following the undertaking of formal Commissioning Training such as the Commissioning Specialists Association Commissioning Management Core Concepts or Introduction to Commissioning Management courses.
 - Experience in the supervision and management of commissioning activities in relation to building services in a non-domestic setting.
 - Proven experience in the preparation of specifications and bills of quantities for building services installations.
 - 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.
 - Knowledge of the CDM Regulations, Asbestos Management Legislation, relevant Approved Codes of Practice, Energy Efficiency and Sustainability.
 - Proficient and experienced in the use of Common Data Environments, CAFM systems, property databases, Microsoft Office suite or equivalent, along with the ability to read and understand construction/engineering drawings.
 - Knowledge and understanding of emerging technologies in relation to the de-carbonisation of the built environment.
 - Practical knowledge of building services installation and competent diagnostic skills.
 - Demonstrable experience of hazard identification and risk assessment.
 - Experience of liaising with clients, colleagues, contractors, consultants and Project Team members.
 - Able to communicate effectively at any level in an appropriate manner, both orally and in writing, including production of detailed technical reports.
 - Able to develop effective working relationships with Council Partners, colleagues, Consultants, building occupiers, Responsible Premises Officers and contractors.
 - Able to evaluate information and identify solutions to overcome problems/issues.
 - Able to work unsupervised and as a team member with other professionals.
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- Able to set targets, cope with competing deadlines and prioritise tasks.

You will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the Service. Due to the geographic range of projects this post covers the post holder will be required to have access to personal transport/valid driving licence to fulfil their duties.

Ideal Attributes

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

- MSc in Building Services Engineering or a related discipline.
- Working towards corporate membership of an appropriate body at CEng. Level.
- Enthusiastic with a self-motivated personality.
- Current CSCS card.

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.



Team Structure

