

Job Description



Post : Trainee Building Services Engineer

Post No. : 2203

Closing Date : 7th April 2010

Grade : 1 - 6

Section : Maintenance and Minor Works

Salary : £12,402 to £24,472 p.a.

Location : Exeter / Barnstaple / Ivybridge

Reporting Arrangements and Main Contacts

The Trainee Building Services Engineer will be accountable to the Area Maintenance and Minor Works Manager.

Main Tasks and Accountabilities

Under appropriate supervision and whilst being supported by the line manager:-

1. Assist with and carry out mechanical and/or electrical design work including specification for the various stages of a project from inception to completion
2. Liaising with other professional or technical staff employed on a project as appropriate
3. Assist with management of maintenance or minor works projects to include agreeing project briefs, preparing project programmes, progress reports, stage reports and monitoring project performance against targets
4. Assist with the cost management of maintenance or minor works projects
5. Assist with the preparation of tender documentation
6. Assist with the preparation and submission of applications for all relevant statutory approvals.
7. Assist with the preparations of calculations for submission for Building Control applications
8. To make visits to other NPS offices when required.
9. Comply with NPS policies, procedures and guidelines including the NPS Health and Safety Policy.
10. The Health & Safety at Work Act (1974) places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with Legislation and the Company policy on Health & Safety.



11. Where the postholder is disabled, every reasonable effort will be made by NPS to supply all the necessary employment aids, equipment or adaptations to enable the post holder to perform the full duties of the job. If a certain task proves to be unachievable then job redesign will be given full consideration.
12. To ensure that customer requirements are identified and agreed with the client.
13. To ensure/contribute/lead on the delivery of quality assured, client focused products and services to meet the agreed requirements of the customer.
14. To contribute to the operation and development of the Business Management System to ensure the continuous improvement of quality assured services/products for clients.
15. To carry out other duties appropriate to the level and character of the post.

Key Result Areas

The postholder will be expected to:

1. Gain competence in the various in the various stages of mechanical and electrical design in delivering maintenance programmes or minor works projects to meet
2. Undertake a programme of practical, theoretical and ICT based learning and development in order to become a qualified and productive Building Services Engineer.

General

Job descriptions are a reflection of the character and work priorities at a given point in time and it will be essential to review duties and responsibilities, in consultation with the post holder, from time to time.



Person Specification

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Experience (Duration, type and level of experience)

E=Essential D=Desirable Criteria

- D** Experience in using Design packages such as Autocad
- D** Previous site / office experience

Qualifications (Number, type and level of qualification or equivalent experience if appropriate)

- E** HNC level qualification / BTEC National certificate / Diploma in a relevant subject
- E** Minimum 1 A level or equivalent
- E** Minimum 4 GCSE's or equivalent - Grade C or above including Maths and English

Skills, knowledge and aptitudes

- E** Proficient in using IT packages (Microsoft Access, Excel, Word and Project.)
- E** Technical Aptitude
- E** Must be able to work unsupervised to a high quality.
- E** Able to meet tight deadlines.
- E** A responsive, constructive and flexible attitude towards working arrangements within a team environment.
- E** Good organisational skills.
- D** Relevant construction and health and safety knowledge/legislation.



Personal qualities and social skills

- E** Confident and courteous manner, both in person and on the telephone.
- E** Demonstrate ability and commitment to customer care.
- E** Conscientious.
- E** Adaptable to the various duties of the post.
- E** Ability to work on own initiative as an individual or as a team member.
- E** Contribute to the development of good working relationships within the team.
- E** Positive attitude.
- E** Excellent social and communication/negotiation skills to effectively work with managers and other stakeholders.

ISO 9001 Requirements

- E** Should be able to communicate with current and potential clients as appropriate.
- E** Must have a commitment to customer service in the delivery of NPS product and services.
- E** Must have a commitment to seek new ways of working to achieve continuous improvement.

Constraints

(Factors which might prevent an individual carrying out the full duties of the post — e.g. unsocial hours, physical constraints, mobility inc. car ownership / use)

- E** Current valid driving licence and access to a vehicle.
- E** Must be able to travel around the County.

Other Factors (If any)

- E** The criteria are subject to reasonable adjustments to enable candidates with disabilities to fulfil the requirements of the job. See Guidance for NPS Group Employees and Managers on the Disability Discrimination Act 1995.
- E** Must have a commitment to diversity,
- E** Must have a commitment to equality of opportunity.



General Occupational Qualifications

Do the criteria for a GOQ apply to this post? If yes, state why.
(This reference to GOQs is highly specific. If you are unsure about the criteria for them, please check the Authority's Recruitment and Selection Manual before completion).

Yes

✓

No

Reason: (N/A)

Notes

Prepared By: Maria Jones

Date : January 2010

This form does not require the specifications to be written in terms that distinguish between essential and desirable aspects. However, it is open to you to write the specification in that way. Aspects marked as essential are considered to be minimum requirements for the role. General guidelines on the purpose of a Person Specification and the use of this form (in particular any GOQs) are set out in the NPS Recruitment and Selection Guidance. Advice on particular problems is available from the HR Department.

