

Job Description

Job title:	HVAC Engineer
Reports to:	Engineering Services Manager
Responsible for:	Estates
Grade:	J30

Purpose

As Heating, Ventilation & Cooling Engineer you will be responsible for ensuring day to day maintenance and upkeep of the college facilities in an effective and efficient manner.

As an integral part of the college engineering team you will carry out reactive and planned maintenance duties whilst ensuring full compliance and high standards of works and professionalism.

Whilst this role has a Heating, Ventilation & Cooling Engineer bias, the position requires an open, hands-on approach to supporting wider engineering team in our service delivery.

To work collaboratively with managers to deliver a seamless service to customers and clients.

Main duties and responsibilities

Main Duties

Working as part of an in-house maintenance team taking responsibility for the delivery of reactive and planned maintenance for the college.

Using our CAFM / Helpdesk software to complete and record all maintenance tasks in line with SLA's.

Diagnosing and repairing faults on a wide variety of plant including AC split systems/multi systems, AHU, refrigeration units, motors, pumps, compressors, fans, drives, ground and air source heating systems

Undertaking all planned maintenance schedules aligned to HVAC systems

Ensuring a customer focus within all areas of operational activities.

Ensuring all H&S and compliance regulations are adhered to.

Minor works / project installations.

Reporting to the engineering services manager presenting detailed findings and recommendations including taking ownership of the progression of any remedials identified.

Work collaboratively with college managers to address and resolve any estate related.

Health and Safety

Ensure all actions arising from any health & safety checks and audits are implemented by due deadline dates.

Undertake all online H7S Smartlog training

Contractors

Liaise with contractors to ensure adequate provision is supplied to meet the College requirements as appropriate.

Document any incidents and write reports for senior Estates members of staff as required.

General Duties

Carry out routine administrative tasks including ordering goods and services as required.

Ensure stocks of maintenance materials are purchased within allocated budget and monitor rate of use. Ensure purchases provide value for money.

To be a key holder for all College premises for all college sites and a member of a callout team attending out of hours.

Be aware of, and comply with, legislations/competence standards relevant to the work of the Directorate.

Understand and comply with all college policies, including the Policy to promote Equality of Opportunity.

Assist as required during examination and enrolment periods.

Be conversant with Health and Safety and Safeguarding requirements.

Participate in the Staff Learning and Development, Review and Appraisal Scheme.

Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

Safeguarding Children and Vulnerable Adults

Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.

Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Main duties and responsibilities

Qualifications

Experience working with AC/ VRF/ Split systems, AHU & refrigeration systems (Essential)

Experience working with Mono drafts systems (Desirable)

F Gas Certification City & Guilds or equivalent (Essential)

Commercial Gas – Gas safe qualified (Desirable)

NVQ level 2 & 3 in service & maintenance (Desirable)

Experience in troubleshooting installations, fault finding & repairs (Essential)

Legionella Awareness (Desirable)

Health & Safety Awareness (Desirable)

Notes

Postholders are **not** expected to perform maintenance tasks beyond their own capabilities without training and should be fully conversant with health and safety regulations.

Training will be provided as necessary and as arranged by the Head of Estates and Facilities.

In consultation with you, this job description is liable to variation to reflect actual, contemplated or proposed changes to your job.

Personal Specification – V2

Post Title: HVAC Engineer	We will assess your match to the criteria from:		
Key: E – Essential D – Desirable	Appl. Form	Tests	Interviews

1. Education / Training

Educated up to degree level or equivalent (D)	Y		Y
Appropriate buildings management qualifications e.g. BIFM or equivalent (E)	Y		Y
Literate and Numerate (E)	Y	Y	Y
Full driving licence (D)	Y		Y
Knowledge of Microsoft office applications (E)	Y	Y	Y

2. Experience

Working in an Educational environment (D)	Y		Y
Proven experience of managing a facilities team, preferably in a large organisation (E)	Y		Y
Experience of managing maintenance contracts (E)	Y		Y
Experience of leading customer focused projects (E)	Y		Y
Experience of leading initiatives to raise standards buildings, site and resources (E)	Y		Y
Experience of implementing appropriate facilities management strategies (E)	Y		Y
Knowledge of facilities improvement strategies and understanding the relationship between strategic and operational planning to improve outcomes (E)	Y		Y
Knowledge and application of health and safety legislation and facilities management (E)	Y		Y
Ability to use a computerised system (E)	Y		Y
Experience of building trades and all round practical experience (E)	Y		Y

Post Title: HVAC Engineer	We will assess your match to the criteria from:		
Key: (E) – Essential (D) – Desirable	Appl. Form	Tests	Interviews
2. Experience Continued			
Experience in operating smart/ intelligent/sustainable buildings (D)	Y		Y
Knowledge of Health & Safety legislation, including good practice in relation to caretaking/cleaning/hygiene. (E)	Y		Y
Good organisational skills, including the ability to adapt to changing workload demands and new workplace challenges (E)	Y		Y
The ability to work effectively and supportively as a member of the team (E)	Y		Y
The ability to act on own initiative and dealing with any unexpected problems that arise (E)	Y		Y
Ability to offer vision and direction: to step back to see the bigger picture and secure buy-in from key people (E)	Y		Y
Being a role model with regard to conduct, living the college values, commitment and determination to succeed (E)	Y		Y
3. Communication			
Able to converse well with staff and students, contractors and visitors (E)	Y		Y
Excellent standard of written and oral communication (E)	Y		Y
Excellent planning and co-ordination skills. (E)	Y		Y
Ability to build positive relationships with a wide range of people. (E)	Y		Y
Ability to plan, implement and monitor strategies. (E)	Y		Y
Ability to take action to ensure the desired results are secured (E)	Y		Y
Ability to evaluate information and data effectively, prioritise (E)	Y		Y
4. Disposition / Personal Qualities			
Tact and diplomacy in all interpersonal relationships with all stakeholders (E)	Y		Y
Good organisational skills, including the ability to adapt to changing workload demands and new workplace challenges (E)	Y		Y
Self-motivation and personal drive to complete tasks within set timescales, and to the required quality standards (E)	Y		Y
Commitment to continuous service improvement (E)	Y		Y
Commitment to attend to site in an emergency (E)	Y		Y
Flexible Working Approach (E)	Y		Y

Post Title: HVAC Engineer	We will assess your match to the criteria from:		
Key: (E) – Essential (D) – Desirable	Appl. Form	Tests	Interviews
5. Professional Knowledge/ Understanding			
Be able to demonstrate an understanding of equality of opportunity and have practical ideas on how to implement it (E)	Y		Y
Knowledge of Health & Safety legislation and standards (E)	Y		Y
Self-motivation and personal drive to complete tasks within set timescales, and to the required quality standards (E)	Y		Y
6. Professional Judgement/ Decision Making			
Good Organiser and Decision Maker (E)	Y		Y
The ability to identify work priorities, whilst ensuring that lower priority work is kept up to date (E)	Y		Y
Carry out tasks within a given timescale (E)	Y		Y
The willingness to participate in further training and development opportunities offered by the college to further knowledge (E)	Y		Y
Pro-Active (E)	Y		Y
Work as part of a team (E)	Y		Y

How to apply:

For internal candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/internal/>

For external candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/>



www.bdc.ac.uk