



North East
Better Health
at Work Award
Silver Award



Mechanical Services Technician

External Vacancies

Mechanical Services Technician - Post Ref: 5883.
£24,906.60 - £25,642.89 per annum. 37 hours, permanent

Sunderland College is seeking to recruit an experienced and highly motivated Mechanical Services Technician to work as part of a busy Estates Team responsible for multiple campuses across the Sunderland area.

With the introduction of our brand new City Campus we are looking for an individual with the right attributes and attitude necessary to manage and maintain the complex mechanical and electrical systems used throughout.

You will be flexible and customer focussed with excellent communication skills backed up with a good understanding of IT. Applicants should have at least 2 years post apprenticeship experience.

The successful applicant will be offered the opportunity to join one of the top performing colleges within the North East with a fantastic benefits package including a 37 hour week, access to the Local Government Pension scheme and 35 days leave per year.

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

Please note that this is a re-advertisement and previous applicants need not apply.

Due to the nature of this post, you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who's suitably qualified.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by Thursday 24 November 2016, 5:00pm.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Mechanical Services Technician
Post Reference No:	5883
Department:	Estates
Grade:	024 - 025
Contract:	Full Time, Permanent
Hours:	37
Location:	Any College Campus
Responsible to:	Maintenance Team Leader

OVERALL PURPOSE:

To work as part of the Estates Team with responsibility for maintenance, planned preventative maintenance, repairing and testing of Mechanical Systems including heating, water, and ventilation systems across the Sunderland College estates.

PRINCIPAL DUTIES:

1. To undertake the maintenance and repair of mechanical systems located across all College sites.
2. To undertake all aspects of planned and reactive plumbing work.
3. To ensure compliance with statutory legislation and manufacturers specification.
4. To provide support and guidance to all staff members involved in operating/managing City Campus commercial equipment.
5. To monitor contractor performance and compliance.
6. To work flexibly with other members of the Estates team.
7. To ensure all work is carried out in a safe manner at all times.

MAIN DUTIES:

- 1.1 To ensure all mechanical services systems are maintained in line with the performance standards required within each Campus. This includes Air Handling Units, Fan Coil Units, Plate Heat Exchangers, VT and CT circuits, Hot and Cold Water distribution systems and Calorifiers.
- 1.2 To undertake planned, responsive and cyclical maintenance work as per manufacturer's guidelines and best practice.
- 1.3 Monitor and operate the Building Management System (BMS) to ensure safe and efficient operation of mechanical equipment aligning operation with curriculum and commercial activities.
- 1.4 Ensure all checks and maintenance activities undertaken on SPA, sauna and steam rooms are completed in accordance with manufacturers' specifications.

- 2.1 Maintain heating systems and pipework ensuring strainers and filters are cleaned as per Planned Preventative Maintenance (PPM) programme.
- 2.2 All emergency plumbing work.
- 2.3 Repair / Clear sanitation systems as appropriate.
- 2.4 All aspects of plumbing refurbishment work including WC and washroom repairs and upgrades.
- 2.5 All emergency repairs. All installation, repairs and maintenance of pipes and fixtures.

- 3.1 To operate safely at all times and with due regard for Health and Safety, specifically COSHH, Control of Infection and Waste Disposal. Ensure compliance with statutory legislation and College policies and procedures.
- 3.2 To maintain asset histories, maintenance records and helpdesk reports, informing the Estates Manager or sub-contractors of any follow up action that may be required.

- 4.1 Ensure all mechanical services equipment supporting commercial activities is operational and checked daily.
- 4.2 Ensure the operation and maintenance of equipment supporting the commercial operation achieves the requirements under health and safety whilst minimizing the environmental impact and reducing the Colleges carbon footprint.
- 4.3 To provide support and assistance to other college personnel on site in the delivery of contracted services.

- 5.1 Monitor and check contractor performance relating to any maintenance activity undertaken on College premises.

- 6.1 To carry out any other duties assigned by your line manager in connection with the colleges operational requirements.
- 6.2 Where required assist other team members in the completion of their tasks/activities.
- 6.3 Where required, open or close a College site to allow access / egress.

- 7.1 Ensure all PPE used is safe, fit for purpose, well maintained and utilized.
- 7.2 To be proactive in carrying out duties in accordance with Health and Safety at all times.
- 7.3 Ensure working practices for safe isolation are employed, protecting staff and students.

- 8.1 Work on own initiative across all College sites to ensure site availability for users.
- 8.2 Where required be prepared to respond to an emergency out of hours.
- 8.3 To follow the College's safeguarding procedures at all times and undertake compulsory safeguarding training.
- 8.4 To have due regard to, and take appropriate responsibility for, the safeguarding and promotion of the welfare of children and/or vulnerable adults and Prevent.

- 8.5 To uphold British Values, College values and responsibilities with regard to Equality and Diversity.
- 8.6 To understand and adhere to College Health and Safety policies and guidelines ensuring compliance with statutory legislation and best practice.
- 8.7 To carry out any other duties as required at any College campus, commensurate with the post and grade.

Person Specification

Post Title: Mechanical Services Technician (Post Ref: 5883)

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Ability to prioritise daily activities and demands Organised approach to problem solving Ability to act on own initiative, deal with problems as they arise Can work individually or as part of a team Good communication and inter-personal skills Competent IT skills, Microsoft Office A good understanding of Health and Safety within the workplace	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Qualifications and Training A valid full clean driving licence Time served apprenticeship Minimum Level 2 Maths and English NVQ Level 3 or equivalent in Building Services or Mechanical Engineering 'F' Gas qualification / Qualified to work on gas Level 2 plumbing	✓ ✓ ✓	✓ ✓ ✓
Experience A background and/or knowledge of Heating, Ventilation or Air Conditioning (HVAC) A background and/or knowledge of Water Treatment Familiar with VRV / Split Systems or Air Handling Units Familiar with BMS, local controls and central controls Installation / Maintenance of all plumbing related equipment	✓	✓ ✓ ✓ ✓

<p>Disposition</p> <p>To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p> <p>To uphold British Values, the college values and responsibilities with regard to equality & diversity.</p> <p>Self-starter, Honest, Reliable and Flexible</p> <p>To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	
--	-------------------------------------	--