

# Job Description

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| **General Details** |  |
| Job title: | Mechanical Services Manager |
| School/Service: | Estates & Commercial Services |
| Normal Workbase: | Stoke Campus |
| Tenure: | Permanent |
| Hours/FTE: | 1 FTE |
| Grade/Salary: | Grade 7 |
| Date Prepared: | March 2021 |

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| **Job Purpose** |
| To manage all Mechanical Engineering aspects of the University Estate to ensure the highest quality of provision and safe working environment using internal and external resources and expertise in-line with best practice. To ensure projects are managed effectively and delivered in-line with approved budgets. To manage the Mechanical Services infrastructure and associated works for all properties owned or leased by Staffordshire University. |

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| **Relationships** |  |  |
| Reporting to: |  | Assistant Director of Estates & Commercial Services (Maintenance, Compliance & Projects) |
| Responsible for: |  | Line management responsibilities for the in-house mechanical services staff. |

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| **Main Activities** |
| 1. Responsible for the operation and maintenance of mechanical services across a diverse estate to ensure long term reliability and maximum efficiency. 2. Responsible for the preparation and updating of University standard specifications for mechanical installations, boiler houses, plant rooms, heating systems and associated plant water storage and boosting plant, hot water generators and heat exchangers, hot and cold-water services, gas and water infrastructure, general ventilation plant and systems, internal plumbing & drainage. 3. Preparation of specification drawings and contracts for mechanical services installations. 4. Briefing consultants on mechanical engineering issues relating to major refurbishment of the University buildings to achieve an appropriate balance between user requirements, available budget, quality of environment and reliability of service. 5. Management of planned maintenance procedures including the preparation of a range of service contracts to undertake inspection and servicing of specialist installations. 6. Management of alterations and adaptations of building services, utilising maintenance staff and specialist contractors. 7. Management of mechanical inspections relating to University equipment and licensed premises including maintaining relevant records and certificates to comply with the appropriate regulations. 8. Management of procedures relating to the establishment and upkeep of drawings, documentation and records of all mechanical plant equipment and building services throughout the University. 9. Collating and managing asset data base and planned maintenance programmes for all mechanical components. 10. Ensuring the University’s commitments to sustainability are realised both within the Department’s own operations and more widely across all areas of University activity, including sustainable mechanical design solutions and communications with academic, professional services and general colleagues as appropriate. 11. Undertake line management responsibilities for the in-house mechanical services staff including managing/monitoring their daily workloads, support with daily site issues and all associated HR support (leave, sickness records, welfare support etc). 12. Undertake Mechanical Services staff PDR’s including reviews and arranging any necessary training resulting from the discussions. 13. Provide guidance on energy saving solutions and procure relevant external stakeholders to support the University’s mechanical infrastructure. 14. Prepare outline and full business case reports to support new mechanical services innovations.   15. Briefing of and liaison with external engineering consultants and architects on major new building  projects and subsequent witnessing and acceptance of completed installations.  16 Project management of mechanical based installations and upgrades.  17. Provision of cost and design option advice to other members of the department and the University  generally in relation to mechanical engineering solutions.  18. Responsible for the implementation and maintenance of a schedule of compliant M&E contractors.  19. Contribute to the procurement, negotiation and management of external contracts for services  relating to project delivery ensuring that such contracts are delivered to agreed standards of service  and remain cost effective.  20. Ensuring all aspects of the department’s work are carried out in line with University Health and  Safety requirements, statutory obligations and best practice requirements.  21. Deputise for the Assistant Director as required and therefore taking responsibility for reporting to the  Senior Management Team; developing and maintaining relationships with internal/external partners;  and representing the University for the Estates Department as required.  22. Actively contribute to the work of the Estates Senior Management Team and take responsibility for  cross-divisional initiatives and performance.  23. Represent the University in relevant national and regional networks and on associated professional  bodies.  24. The post-holder will be available for emergency call-out and planned work outside normal working  hours as necessary. |

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| **Special Conditions** |
| The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.    To be committed to working with the University to further promote sustainability, improve the carbon footprint/environmental issues and assist in energy management. |

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| **Variation to Job Description** |
| Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require. |

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| **Conditions of Service** |
| The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA). |

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| **Application Procedure** |
| We encourage you to apply on-line at our website [http://jobs.staffs.ac.uk](http://jobs.staffs.ac.uk/) as the system is user friendly and simple to complete.    We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. |