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| **JOB DESCRIPTION** | | | | |
| **SPECIFIC JOB TITLE** | | Building Services Engineer | | |
| **LEVEL/BAND** | | C | | |
| **JOB FAMILY** | | OPERATIONAL SERVICES | | |
| **GENERIC ROLE TITLE** | | Operation Technician | | |
| **CONTRACT TYPE** | | Permanent | | |
| **HOURS** | | 37 | | |
| **REPORTS TO** | | Building Services Manager | | |
| **DEPARTMENT** | | Facilities | | |
| **LOCATION** | | Harpenden | | |
| **DATE** | | 25/10/2024 | | |
| **/OVERVIEW OF ROLE/JOB PURPOSE/** | | | | |
| Rothamsted Research, LAT and REL have a requirement for a Building Services Engineer Air-conditioning/refrigeration bias, to join our Facilities department. The role holder will support supervisors and Managers in the general day to day tasks required of the department  The Role holder will possess the relevant qualifications and experience to carry out planned maintenance and repairs on basic refrigeration and air-conditioning systems to the requirements of SFG20 and statutory legislation.  The role will require the individual to possess some general building services knowledge, be a good communicator, possess good planning skill, and hold exemplary health and safety knowledge.  The role holder is expected to carry out the duties listed below, and any other duties reasonably required by the line manager or institute, commensurate with the grade and level of responsibility for this post | | | | |
| **MAIN DUTIES OF ROLE** | | | | |
| **Generic Outputs** | **Weighting** | | **Description of Outputs** | **Description of Job Specific Outputs** |
| **OPERATIONAL SERVICE DELIVERY** | 70% | | Working to schedules, prioritising tasks, using initiative to assess best course of action, solving routine problems, and keeping up-to-date records | * Completing Building services tasks across all trade disciplines including PPM and reactive works to required SLA /KPI providing frequent feedback to administrators and line management * Completing reactive works in required SLA /KPI’S providing weekly feedback to administrators and manager * Carry out emergency tasks, working safety and have good basic-intermediate knowledge of modern buildings services * Operating site BMS system making adjustments and recommendations as required * Ensure PPM works are carried out on time, regularly (weekly) check tasks are completed and feedback to manager or end user any issues. * Carry out departmental daily/weekly checks as required * Ensure PPM works are carried out on time, regularly (weekly) check tasks are completed and feedback to manager or end user any issues. * Comply with Health and Safety law and regulations and keep up to date with changing regulation. * Ad hoc operations tasks as required by facilities Dept and line management |
| **FINANCE AND RESOURCE MANAGEMENT** | 10% | | Stock control and ordering within pre-determined budgetary constraints | * Report stock levels to supervisor, ensuring adequate stock is held. * Recommending ways to streamline spares pool * Report to supervisor any equipment not reaching specification |
| **WORKING WITH OTHERS** | 10% | | Responding appropriately to work instructions, exchanging of information and supporting others | * Working with all departments on site to ensure maintenance is carried out in a timely manner and minimising disruption * Following site procedures to gain access to restricted facilities |
| **LEADERSHIP AND MANAGEMENT OF STAFF AND/OR OF AN OPERATIONAL SERVICE OR FACILITY** | 5% | | Supervising and developing more junior employees and/or ensuring service and safety standards within the team/work unit are consistently met | * Offer guidance to colleagues, including Apprentice Building Services Engineer. * Comply with Health and Safety law and regulations and keep up to date with changing regulation. |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | 5% | | Identification and actioning of learning objectives and the opportunities and resources available to achieve these | * Be willing to attend courses as required, to enhance knowledge. * Engage in Rothamsted performance management procedure, identifying areas of development and focus for self. |

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| **PERSON SPECIFICATION AND SHORTLISTING CRITERIA\*** | | | | | |
| **SPECIFIC JOB TITLE** | | Building services Engineer | | | |
| **LEVEL/BAND** | | C | | | |
| **JOB FAMILY** | | OPERATIONAL SERVICES | | | |
| **CONTRACT TYPE** | | Permanent | | | |
| **HOURS** | | 37 | | | |
| **REPORTS TO** | | Building Services Manager | | | |
| **DEPARTMENT** | | Facilities | | | |
| **LOCATION** | | Harpenden | | | |
| **EDUCATION/QUALIFICATIONS** | | | Essential | Desirable | How Tested?\*\* |
| 1. | NVQ2 or equivalent in buildings services or similar trade related hands on training | | X |  | Cert/INT |
| 2. | F-GAS/Safe Handling (2079 or equivalent) | |  | X | Cert |
| **EXPERIENCE/KNOWLEDGE/SKILLS** | | | Essential | Desirable | How Tested?\*\* |
| 1. | A track record of hands-on experience in a similar or related role | | X |  | INT/CV |
| 2. | Well-developed understanding of relevant health and safety policy and procedures | | X |  | INT |
| 3. | f-gas qualification | |  | x | cert |
| 4. | Knowledge of BMS operation and controls | |  | X | INT |
| 5. | Experience carrying PPM using CAFM | |  | X | INT |
| **BEHAVIOURS/COMPETENCIES** | | | | | How Tested?\*\* |
| 1. | **Drive for Quality**: Is motivated and committed to doing their job to the best of their ability | | | | INT |
| 2. | **Strategic Thinking**: Aligns actions with wider goals and models | | | | INT |
| 3. | **Creativity and Innovation**: Accepts and adapts to change; makes connections and encourages a creative environment | | | | INT |
| 4. | **Developing Self and Others**: Identifies learning and development needs | | | | INT |
| 5. | **Professional Conduct**: Demonstrates honesty and respect | | | | INT |
| 6. | **Productive Relationships**: Cooperates with and supports colleagues | | | | INT |
| 7. | **Effective Communication**: Listens and communicates clearly to others | | | | INT |
| **GENUINE OCCUPATIONAL REQUIREMENTS** | | | Essential | Desirable | How Tested?\* |
| 1. | Valid UK drivers Licence | | X |  | A |