

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Professional Services
School/Department	Estates, Facilities and Capital Development
Team	Estates Operations
Job Title	Maintenance Engineer (Mechanical)
Grade	5
Hours of Work	35 Hours per week
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Mechanical maintenance Supervisor
Responsible For (Job Title)	N/A

Principal Accountabilities

The post holder will be responsible for the maintenance, repair or replacement of a wide range of mechanical plant, equipment and systems across the University, under the direction of the Maintenance Manager (Mechanical) and/or their delegated Supervisor. Ultimately maintaining the operational status of the University's buildings to support the delivery of core business functions.

Key Tasks

To carry out a range of reactive, planned and cyclical maintenance works as directed by the Maintenance Manager (Mechanical) or Maintenance Supervisor(s) or as issued via the relevant maintenance management system (PLANON).

To update and report task progress through the mobile workflow system (PLANON) ensuring work task tickets are fully populated and closed as soon as possible.

To proactively identify and report defects when transiting between tasks or buildings.

To update the Maintenance Supervisor or EFCD helpdesk on your current workload and communicate any perceived issues with completion of the work task within the SLA.

To liaise with internal customers to ensure they are up to date on work task resolution progress and status of work.

To ensure work is completed in an as efficient and effective manner as possible.

To assist with the supervision of contractors, visitors and inspection engineers in accordance with operational procedures.

To assist and provide technical advice to the EFCD Helpdesk so that they are suitably informed and able to diagnose and appropriately prioritise work on the maintenance management system (PLANON).

Health and Safety

To promote good health and safety practice and maintain a good standard of housekeeping, recognising and reporting any hazards or emergencies in relevant areas of work.

To comply with the University's statutory compliance policies. To read, understand and adhere to risk assessments relevant to the work and to recognise and support the need for risk assessment.

To undertake basic checks to ensure that buildings, services, plant and equipment are fit for purpose, recognising and reporting defects to the line manager in order to maintain safety and customer satisfaction.

To make use of personal protective clothing, equipment and systems, including tools/power tools, appliances, work access and testing equipment, ensuring the aforementioned are maintained, safe to use and where appropriate stored correctly.

To complete and update relevant records, files and invoices, relating to areas of responsibility, ensuring that they are passed on to the relevant Administrative support function to process and finalise.

Teamwork and Personal Development

To participate as a member of the Estates Operations team, advising and guiding new starters working in the same role or team on standard information and procedures and covering the work of others in the same or similar roles.

To provide training and guidance to Services staff in low level maintenance tasks within your area of work.

To engage fully within the Personal Development Review (PDR) process, undertaking all training and development activities within the agreed timeframe.

Complete all mandatory training as detailed and requested by MMU.

Special Features

You will be required to carry out your duties in a flexible manner across the University estate.

You will be required to participate in the emergency call out rota, undertaking duties commensurate with the role at times outside of normal working hours, for which recompense will be made.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Excellent oral and written communication skills in order to explain and convey problems/issues of a technical nature in a manner that is appropriate to the service user.	E
		1.2	Ability to work independently and as part of a team.	E
		1.3	Ability to operate and work with a range of standard equipment, machinery and tools, relevant to the role, safely and to a high standard.	E
		1.4	Skilled in the use of Mechanical plant and equipment.	E
		1.5	Ability to work in a flexible manner, adapting to a variety of environments.	E
		1.6	Ability to undertake the full range of duties outlined in the role, which will include lifting heavy difficult objects and working at height or within confined spaces for prolonged periods of time.	E
		1.7	Ability to prioritise a personal workload and to take responsibility for Mechanical Maintenance within a relevant area.	E
		1.8	Ability to analyse situations, explore, evaluate and recommend potential solutions.	E
		1.9	Proficiency in working with standard office IT applications and in house software, for example Microsoft Word, Access and Excel as well as Maintenance Management Systems e.g. PLANON.	E

2	General & Specialist Knowledge	2.0	Knowledge of Health and Safety legislation relating to relevant areas and proven knowledge of health and safety in relation to Mechanical Engineering.	E
		2.1	Practical knowledge of Mechanical Engineering Systems. AHU's, Pressurisation units, Air compressors, Heating/hotwater boilers, water distribution systems.	E
		2.2	Knowledge of manual handling techniques.	E
		2.3	Broad understanding of Electrical and Mechanical engineering systems and equipment.	D
3	Education & Training	3.1	Level of education equivalent to NVQ Level 3/BTEC National, or a period of time served experience, in the mechanical trade, or Building Services Engineering which demonstrates a good level of literacy and numeracy.	E
		3.2	Full UK (EC/EEA) driving license.	E
4	Relevant Experience	4.1	Experience of assembling, installing, testing, maintaining and repairing a wide range of Mechanical Engineering systems, equipment and appliances.	D
		4.2	Experience of undertaking and contributing to risk assessments, method statements and safe systems of work.	E
5	Special Requirements	5.1	Ability to participate in the emergency call out rota.	E
Date of Revision			October 2021	