**Building Services Engineer**

**Job Description and Person Specification**

**Devon and Somerset Fire and Rescue Service**

# Job description

Job title: Building Services Engineer

Grade: Grade 7

Department: Service Delivery Support – Estates & Property Asset Strategy

Reports to: Property Maintenance Manager

Line manager responsibilities: None

Updated: December 2024

**Main purpose of job:**

To assist and advise the Property Maintenance Manager in implementing Devon and Somerset Fire and Rescue Authority’s (DSFRA) property Maintenance Strategy. In particular to take responsibility for statutory compliance, maintaining, improving and renewing building services through effective contractual arrangements ensuring DSFRA property stock is maintaining to a high, efficient, safe and effective standard in line with operational and legislative requirements.

**Main Responsibilities and Duties:**

1. To make routine and other inspections/surveys of properties and prepare reports on the condition of the building service installations and works required.
2. To assess and advise on priorities of work, to schedule works for the preparation of the annual works programmes, including annual service related maintenance contracts, and to update the Property Asset Management Plan; to include taking into account whole of life/economic cost in the use of assets.
3. To liaise with Fire Service personnel and others and to take responsibility for the implementation of works of maintenance and improvement relating to building service installations; to include preparation of detailed estimates for the cost of such works, to write Specifications, prepare drawings and to order such works as required; to include supervising the undertaking of programmed schemes by consultants/contractors, certifying the approval and payment of such works, ensuring that projects are completed on time, to specification/quality standards and within budget.
4. To maintain effective up to date maintenance records, particularly for Statutory maintenance and to report monthly to the Property Maintenance Manager, highlighting areas of concern and non-compliance issues.
5. To take responsibility for and monitor the performance of contractors and consultants and to report on suitability for retention on the records of approved contractors.
6. To provide building services advice to the Property Maintenance Manager, Professional Services Manager, Building Surveyors and Senior Technical Manager as required in the implementation of projects contained within the annual budget cycle. To include design and specification of building service installations appropriate to the size of projects and as required/necessary provision of power, lighting, heating, ventilation, fire alarms and detection, security, voice and data installations, renewable energy, energy consumption and feasibility studies.
7. To, as required, provide building services advice on projects being undertaken by the Estates and Property Asset Strategy Department and to as appropriate liaise with outside consultants.
8. To advise on and contribute to the Service’s Sustainability Development Strategy policy which seeks to reduce carbon emissions.
9. To liaise with the Property Maintenance Manager, Professional Services Manager, Building Surveyors and Senior Technical Manager in relation to formation of design principles for building services installations within DSFRA property portfolio; in developing innovative solutions taking into account and advantage of new technologies where these provide clear benefits and assist in meeting ever more stringent central government targets.
10. To arrange through procured contracts responsive repairs and replacement of defective building service installations from receipt of the defect report, implementation and supervision of the works and authorisation of invoices for payment; to include up-dating the Property Defects database/other specific software with completion dates and monitoring the database to ensure there are no undue delays in defect reports being actioned.
11. To ensure financial and property records of the highest order of probity are maintained for regulatory performance and audit review requirements.
12. To ensure strict adherence to Fire Service policies and procedures, Health and Safety legislation, CDM and all other property related legislation with particular emphasis on building services.
13. To ensure that DSFRS’s procurement policies and procedures are adhered to in relation to servicing, installation and maintenance contracts and to achieve the best value.
14. To assist in general estate management matters insofar as they relate to building services installation matters, particularly the monitoring and benchmarking of energy usage within DSFRA property portfolio.
15. To participate in the Personal Performance and Development Review Process (PPD) to identify personal training and development needs and to attend training events and meetings as directed.
16. To maintain security and confidentiality of information, whether computer based or otherwise, in line with legislation, all DSFRS policies to include the Data Protection Act and Service Policy Documents.
17. To maintain professional knowledge by networking, attending training courses, benchmarking performance and reviewing professional publications.
18. To promote the Service’s Core Values and comply with Equality and Diversity and all Service policies.
19. To perform tasks in a safe manner and in accordance with Health and Safety policies and legislation.

**Core Values of the Service**

We are proud to help

We are honest

We are respectful

We are working together

Please follow this link to the Service Core Values [Behavioural Framework](http://www.dsfire.gov.uk/WorkingForUs/ACareerwithDSFRS/CoreValues.cfm?SiteCategoryId=13&T1ID=44&T2ID=372)

Signed acceptance of the core values of the Service and agreement that the job description is a fair and accurate statement of the requirements of the job:-  
  
Job holder: Date:

Job holder’s manager: Date:

Designated senior manager (if applicable) Date:

##### Person specification

Grade: 7

Job title: Building Services Engineer

## **Key competencies**

Proven ability to oversee and effectively manage hard FM maintenance contracts, including statutory compliance, planned and reactive maintenance/defects.

### **Essential and measured by application, test and interview**

Proven ability to undertake responsibility for prioritisation, progression and management of a variety of building services related projects; taking initiative to manage competing deadlines, demands/requirements.

### **Essential and measured by application, test and interview**

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Ability to provide advice on full scope of building service-related matters, new technologies and related appropriateness and on application of existing and new legislation.

### **Essential and measured by application, test and interview**

Excellent working knowledge of standard forms of contract – JCT, NEC3 and IMECHE/IET.

### **Essential and measured by application, test, and interview**

Proven financial management experience

**Essential and measured by application, test, and interview**

Ability to tactfully and professionally resolve building services related issues within the Service, with members of the Public and other relevant Stakeholders.

**Essential and measured by application, and interview**

Ability to produce innovative solutions to complex problems.

**Essential and measured by application, and interview**

Proven programme and project management skills.

**Essential and measured by application, and interview**

Good time management and organisational skills

**Essential and measured by application and interview**

Proven ability to appropriately and effectively communicate at all levels both verbally and in writing; to include good report writing skills.

**Essential and measured by application, test, and interview**

Ability to climb ladders, access roof top plant rooms, roof spaces and other difficult/confined areas.

**Essential and measured by application, and interview.**

Proven experience of working with MS Office Software packages (Outlook, Word, Excel, PowerPoint) and other software specific to Estates/Project maintenance management.

**Essential and measured by application, and interview.**

Ability to maintain confidentiality.

**Essential and measured by application, and interview**

Physical dexterity, able to climb ladders and scaffolding and enter confined spaces.

**Essential and measured by application, and interview.**

Experience with CAD and services design packages or equivalent packages/Technical Drawing skills

**Desirable and measured by application and interview.**

**Work Experience**

Experience in effectively managing statutory, planned and reactive maintenance regimes.

### **Essential and measured by application and interview**

Experience of working with building services consultants, contractors and suppliers, using negotiating, influencing, project management and monitoring skills.

### **Essential and measured by application and interview**

Experience of undertaking condition and asset surveys of building services installations.

### **Essential and measured by application, test and interview**

Experience of preparing specifications and drawings, obtaining quotations/tenders and supervising contracts for a variety of building services works.

### **Essential and measured by application, test, and interview**

Experience of working within the public sector

**Desirable and measured by application, and interview.**

## **Qualifications and knowledge**

Good knowledge of property related legislation to include Health and Safety, Risk Assessments, CDM, Asbestos, Waters and Fire Regulations, the Equality Act 2010/Public Authority Equality Duty Legislation and other relevant legislation.

### **Essential and measured by application, test, and interview**

Good basic knowledge of principles and design of building services installations, energy conservation and renewable energy sources.

### **Essential and measured by application, test and interview**

Working knowledge of standard building services contracts and the preparation of tender documentation.

### **Essential and measured by application, test and interview**

Professionally qualified to CIBSE, MIWFM, MIET or equivalent with relevant post qualification experience. To effectively carry out the role this is likely to be at least 3 years and more likely to be 5 – 10 years.

### **Desirable and measured by application and interview**

Degree in building services related subject.

### **Desirable and measured by application and interview**

## **Personal qualities and attributes**

Willingness to undergo appropriate vetting/screening processes in line with Devon and Somerset Fire and Rescue Service requirements.

### **Essential and measured by application and interview**

Evidence of self-motivation and innovation.

### **Essential and measured by application and interview**

High level of energy and resilience.

### **Essential and measured by application and interview**

Strong stakeholder ethic with customer orientated approach.

**Essential and measured by application and interview**

Ability to work on own initiative and as a member of a busy team.

**Essential and measured by application, and interview.**

Outwardly focused.

**Essential and measured by application, and interview.**

Professional in conduct.

**Essential and measured by application, and interview**

Commitment to ongoing personal development.

**Essential and measured by application, and interview**

Valid current driving license with ability to travel to sites throughout Devon and Somerset and on occasion outside the two counties.

**Factor guides**

### **Supervision/management of people**

Level 2 Some supervisory responsibility for temporarily assigned or shared employees including on the job training or the allocation and checking of work for quality and quantity.

### **Creativity and innovation**

Level 4 Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines.

### **Contacts and relationships**

Level 3 Issues generally not contentious, but where the outcome may not be

straight-forward. Within the Council, the advice or guidance would relate

to issues which are less well established. Alternatively outside contacts

would involve identifying details of service needs, assessment and

initiating action to provide assistance, offering straightforward advice or

delivering more comprehensive support and/or care.

### **Decisions – discretion**

Level 3 Work is carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.

### **Decisions – consequences**

Level 2 Decisions which have a material effect on the internal operations of the post’s own or other departments or on the individual or the provision of service to the public.

### **Resources**

Level 1 Little or no responsibility for physical or financial resources.

### **Work environment – work demands**

Level 3 Work subject to deadlines involving changing problems, circumstances or demand.

### **Work environment – physical demands**

Level 2 Work requiring normal physical effort with periods of substantial effort; or normal physical effort occasionally in awkward postures; or prolonged effort in a constrained position involving considerable manual dexterity.

### **Work environment – working conditions**

Level 2 Work includes significant elements of inside or outside work involving some exposure to moderate noise, heat, cold, disagreeable or difficult surroundings/conditions.

### **Work environment – work context**

Level 2 Work potentially involves some risk to personal safety of injury, illness or health problems arising from the environment of the public / clients.

### **Knowledge and skills**

Level 4 Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.