



Humberside Police

Serving our communities to make them safer and stronger

Role Requirement



Position Title: Buildings Engineer

Grade: SC6/SO2

Command / Dept: Joint Estate Services (JES)

Overall Purpose of the role: Provides a professional service in respect of asset maintenance and the delivery of minor capital engineering works, undertaking condition surveys and risk assessments to ensure compliance with building legislative requirements.

Main Tasks

1. Under the supervision of the Senior Buildings Engineer, manages the programme of planned maintenance service contracts through the managing contractor and direct management, arranging work schedules, access to sites, verifying contractor attendance, check compliance with the requirements of the specification and the quality of work delivered on site. Check the resulting worksheets for accuracy, organise required remedial works and check submitted accounts, updating the in house asset database. Preparing monthly reports on contractor performance and exceptions to service provision for the Senior Buildings Engineer.
2. Undertakes regular site inspections, to investigate and assess reported faults and provides solutions in the form of written reports, detailed drawing and technical specification as required.
3. Through direct supervision and under instruction from the Senior Buildings Engineer, develops the system based management of the planned service and reactive engineering elements of the Estates Service asset management system.
4. Based on performance data, service data and available condition data, develops performance measures and relevant standards for accommodation related activities and introduces and develops the innovative use of available technology to ensure efficient use and utilisation of appropriate Force buildings and estate resources.
5. Facilitates the execution of works by liaising with building users and contractors ensuring the efficient programming of works. Attends relevant site meetings to ensure the smooth operation of all works on site.
6. In conjunction with the Buildings Manager and the Senior Buildings Engineer develops and manages a programme of works to improve and maintain the condition of assets within the Estate portfolio.

7. Assists the Senior Buildings Engineer in the formulation and development of a plan of rationalisation and improvement of assets currently utilised within Force buildings, through the use of available service and condition data, reviews and manages Force building assets.
8. Develops and implements and monitors a series of routine maintenance work programmes to be undertaken by divisional and headquarters Handypersons
9. For all associated mechanical and electrical activities, ensures compliance with all current professional legislation, Health and Safety, Construction and Design and Management Regulations and that all required licences and insurance certification is current and compliant.
10. Raises, processes and authorises orders. Inspects work on site and on completion to ensure quality of work and validity of invoices when certifying accounts for payment. In each of the above ensures compliance with Humberside Police Standing Orders and Financial Regulations.
11. Working in conjunction with the Senior Buildings Engineer formulates and executes a programme of surveys of all premises to identify location and position of all services and plant. Identifies, evaluates and prioritises items of work for inclusion in a costed planned maintenance programme asset replacement programme with the aim of producing a cost effective, energy efficient fully utilised Estate.
12. Working in conjunction with the Senior Buildings Engineer creates and maintains a comprehensive maintenance database including all elements of the services installation and to be fully integrated with information provided by others within the Unit. Through liaison with AutoCAD / Revit support, creates a database of service drawings utilising existing CAD layout plans and continually update to maintain accurate records through the Estate Service Asset Management System.
13. Attends Branch and other meetings to exchange information offering advice where necessary. Research and produce management reports on building issues relates to mechanical and electrical services.
14. Through the advice and guidance of the Senior Buildings Engineer, willing to undertake further study and technical courses for further role and personal development to include continuous personal development working toward membership of a professional body such as the Institute of Building Engineers or an associated trade based professional body
15. Represents when necessary for the Senior Buildings Engineer at project meetings. Has the ability to deputise for the Senior Buildings Engineer in the supervision of major schemes.
16. Participate in the 24 hours maintenance call out service with other members of the Estate Services. To be undertaken only as a training

measure and through agreement with the Senior Buildings Engineer.

17. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

| Responsibility | Decision Making | |
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| <p>The technical competence of all works appertaining to the post holders area of responsibility as directed by the Building Manager;</p> <p>The correct installation, testing on completion and handover on time and within budget of all work as directed by the Buildings Manager and the Project Manager;</p> <p>Recommendation for certification of interim and final payments to contractors;</p> <p>Protecting the police's building assets and ensuring that buildings and engineering services, within the jurisdiction or influence of the post holder remain safe and that operating efficiency is maximised with the allocated budget and design limits;</p> <p>Controlling targets delegated to or administered by the post holder;</p> <p>Ensures compliance with Humberside Police's Standing Orders and Financial Regulations;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p> | <p>Decides on all technical matters related to the projects and work programmes directed by the Buildings Manager.</p> <p>Makes decisions and arbitrates on engineering problems and variations to contracts and work programmes directed by the Buildings Manager. Decides on the validity of contractual claims and invoices, up to certain values within the post holder's jurisdiction.</p> <p>Decides on the identification and implementation of work priorities within the post holder's jurisdiction.</p> <p>Decides on the Implementation of levels of reactive maintenance directed by the Buildings Manager</p> | |
| | <th data-bbox="1205 852 2190 896">Additional Information</th> | Additional Information |
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| Reports To: | Direct reports: | |

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| Senior Buildings Engineer | | None | |
| Approved by Manager Date: Manager: | WFT Approved Date: By: | | Review date: |

Person Specification

| | | Scale 6 | Scale SO1 Required in addition to SC6 | Scale SO2 Required in addition to SC6 /SO1 |
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| Attainments/ Knowledge | Essential | <p>Possesses and has a working knowledge of the 17th Edition IEE Wiring Regulations.</p> <p>Manage contracts up to value of £100,000 under the supervision of the Senior Buildings Engineer.</p> <p>Possesses a sound working knowledge of current legislation and professional practices.</p> <p>Possesses an awareness and working knowledge of tender/contact process.</p> <p>Possesses a HNC (or equivalent) in electrical or mechanical engineering.</p> | <p>Must be willing and able to undertake further external study in areas of appointed work, with a view to gain professional related qualifications to degree level.</p> <p>Has a graduate or associate level qualification of a professional body such as the institute of Engineering and technology or the equivalent.</p> <p>Has substantial working experience with mechanical or electrical engineering related trades.</p> <p>Ability to manage contracts of up to £100,000 with minimal supervision.</p> <p>Possesses an awareness and working knowledge of tender/contact process.</p> <p>Possesses a sound working knowledge of current legislation and professional practices.</p> <p>Possesses and has a working knowledge of the 17th Edition IEE Wiring Regulations.</p> | <p>Possesses and has an extensive working knowledge of 17th Edition IEE Wiring regulations.</p> <p>Possesses a HND level Electrical or Mechanical Engineering qualification or equivalent.</p> <p>Possesses or working towards a degree level qualification in Buildings engineering, incorporating both mechanical and electrical engineering.</p> <p>Has affiliation with a professional trade body.</p> <p>Competent in the management of health and safety practices and procedures related for both the delivery of statutory compliance within the mechanism of contractual maintenance and within individually managed schemes.</p> <p>Has experience of managing contracts up to the value of £100,000 with little to no supervision.</p> <p>Possesses a sound working</p> |

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| | | | | <p>knowledge of tender/contract procedures.</p> <p>Possesses a sound working knowledge of current legislation and professional practices.</p> |
| | Desirable | <p>Must be willing and able to undertake further external study in areas of appointed work, with a view to gain professional related qualifications to degree level.</p> <p>Has a graduate or associate level qualification of a professional body such as the institute of Engineering and technology or the equivalent.</p> <p>Has substantial working experience with mechanical or electrical engineering related trades.</p> | <p>Working towards full membership of a professional body such as the Institute of Mechanical Engineers or the Institute of Engineering and Technology or the equivalent.</p> <p>Has a degree level qualification related to mechanical or electrical trade.</p> <p>Has substantial working experience with mechanical or electrical engineering related trades.</p> <p>Has affiliation with a professional trade body.</p> | <p>Additional higher qualification at degree level or above, such as BSc in electrical and or mechanical engineering.</p> <p>Possesses a basic knowledge of the requirements for the European tender process.</p> <p>Has a full membership of a professional trade body related to mechanical and electrical engineering</p> |
| Experience | Essential | <p>Previous experience in contract administration, initiating, maintaining and monitoring progress of projects.</p> <p>Experience of regular and full site inspections.</p> <p>Previous experience of providing detailed estimates and compilation of tender documents.</p> | <p>Some experience in the preparation of condition monitoring reports related to asset condition</p> <p>Possesses experience of service scheduling through the use of computer software.</p> <p>Working experience of regular and full site inspections.</p> <p>Previous experience of providing detailed convincing estimates and compilation of tender documents.</p> | <p>Working experience of supervising maintenance programmes of statutory servicing.</p> <p>Experience in the design of electrical and mechanical installations.</p> <p>Previous experience in contractual administration, initiating, maintaining and monitoring progress of dedicated asset replacement programmes projects.</p> <p>Experience in the supervision of maintenance teams undertaking</p> |

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| | | | Experience of preparing and obtaining tenders within the work environment. | <p>statutory maintenance within public buildings</p> <p>Working experience of regular and full site inspections.</p> <p>Previous experience of providing detailed estimates and compilation of tender documents for asset replacement schemes.</p> <p>Experience of preparing and obtaining tenders within the work environment, plus knowledge of the advantages and disadvantages of different forms of contract Financial Monitoring.</p> <p>Previous experience of managing/supervising contractors</p> |
| | Desirable | <p>Some experience in the preparation of condition monitoring reports related to asset condition</p> <p>Possesses experience of service scheduling through the use of computer software.</p> | <p>Has some knowledge of Contractual Financial Monitoring.</p> <p>Has some experience in the design of electrical and/or mechanical installations and managing and supervising trade staff.</p> <p>Working experience of supervising maintenance programmes of statutory servicing.</p> | |
| Skills/ Specialisms | Essential | <p>Excellent communication skills both verbal and written.</p> <p>Well-developed interpersonal skills with the ability to develop positive working relationships with contractors.</p> | <p>Excellent communication skills both verbal and written.</p> <p>Possesses the ability to prepare and write reports, develop briefs of work, specify and manage schemes of work.</p> | <p>Excellent communication skills both verbal and written.</p> <p>Well- developed interpersonal skills with the ability to develop positive working relationships. Is able to demonstrate technical expertise in</p> |

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| | | <p>Is able to demonstrate technical expertise in the area of mechanical or electrical services.</p> <p>Possess the ability to compile clear and well balance reports. Has the ability to undertake building maintenance surveys.</p> <p>Confident manner with ability to gain credibility with others.</p> <p>Ability to work under pressure and meet set deadlines. Methodical, logical approach to work tasks and direct and guide others in mechanical or electrical related works related to the Humberside Police Estate.</p> <p>Possess the ability to take ownership of own tasks and direct and guide others in mechanical or electrical related works related to the Humberside Force Estate</p> <p>Flexible to meet the demands of the post.</p> <p>Access to transport in order to travel the Humberside Policing Area</p> | <p>Has the ability to compile clear work briefs for contractors and specifications for the pricing of works.</p> <p>Is conversant in the use of Computer Aided Design (CAD Software).</p> <p>Well-developed interpersonal skills with the ability to develop positive working relationships with contractors.</p> <p>Is able to demonstrate technical expertise in the area of mechanical or electrical services. Has the ability to undertake building asset surveys in view of assessing condition, compliance to safety and general quality of work being delivered buy contractor operations throughout the wider Estate.</p> <p>Confident manner with the ability to gain credibility with others.</p> <p>Ability to work under pressure and meet set deadlines. Methodical, logical approach to work tasks undertaken displaying significant attention to detail.</p> <p>Possess the ability to take ownership of own tasks and direct and guide others in mechanical or</p> | <p>the area of mechanical and electrical services.</p> <p>Computer literate to create a services database and maintenance programme.</p> <p>Is conversant in the use of 2 D Computer Aided Design packages</p> <p>Possesses the ability to prepare and write reports, develop briefs of work, specify and manage schemes of work.</p> <p>Has developed in house asset management programmes for use in work planning.</p> <p>Has the ability to undertake building maintenance surveys.</p> <p>Confident manner with the ability to gain credibility with others.</p> <p>Ability to work under pressure and meet set deadlines. Methodical, logical approach to work tasks undertaken displaying significant attention to detail.</p> <p>Possess the ability to take ownership of own tasks and work with minimum supervision.</p> <p>Flexible to meet the demands of the post.</p> |
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| | | | <p>electrical related works related to the Humberside Force Estate</p> <p>Flexible to meet the demands of the post.</p> <p>Access to transport in order to travel the Humberside Policing Area.</p> | Access to transport in order to travel the Humberside Policing Area. |
| | Desirable | <p>Possesses the ability to prepare and write reports, develop briefs of work, specify and manage schemes of work.</p> <p>Has the ability to compile clear work briefs for contractors and specifications for the pricing of works.</p> <p>Is conversant in the use of Computer Aided Design (CAD Software)</p> | Has developed in house asset management programmes for use in work planning. | Training in the use of Software supporting Building Information Modelling. |
| Decision Making/ Problem Solving/ Planning | Essential | <p>Has the ability to analyse and evaluate large volumes of information in order to reach well-reasoned conclusions.</p> <p>Ability to make and justify interpretative decisions using own initiative and judgement.</p> | <p>Must be able to challenge and control contractor work processes to allow compliance with relevant regulations and to ensure statutory levels of safety are being met.</p> <p>Has the ability to analyse and evaluate large volumes of information in order to reach well-reasoned conclusions.</p> <p>Ability to make and justify interpretative decisions using own initiative and judgement.</p> | <p>Has the ability to analyse and evaluate large volumes of information in order to reach well-reasoned conclusions.</p> <p>Ability to make and justify interpretative decisions using own initiative and judgement.</p> <p>Has the ability to analyse and evaluate large volumes of information in order to reach well-reasoned conclusions.</p> |

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| | Desirable | | | |
| Humberside Police Code of Ethics | | Our Code of Ethics sets out standards of professional behaviour that every ensure member of staff considers the impact that their actions have on the people they work with and serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times. | | |
| Diversity, Equality & Inclusion | | At Humberside Police, how we involve, value and treat our staff is fundamental to us ensuring that we can serve our communities to make them safer and stronger. To build trust and confidence, we need our communities and workforce to know they are supporting each other and by encouraging these behaviours internally. To achieve this, our activity and action focusses on improving all elements of diversity, equality and inclusion. We aim to ensure that everyone working at Humberside Police belong to a Force that is representative of the communities they serve, that our staff will treat each other with fairness and respect, and together we will collectively create a trusted culture in which all members of our workforce feel they belong and where they can bring their full true self to work. | | |
| This role requirement is a management document and therefore subject to change | | | | |