

Assistant Mechanical & Electrical Surveyor

District/Department	Facilities Management	Rank/Grade	Band D
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Role purpose:	Inspect and report on work required of possible maintenance and repairs required to police buildings as a result of requests from districts and departments
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Summary of main duties

Lead on the implementation and management of corporate facilities systems relating to security, access and intruder alarms.

Actively assist in the delivery of all aspects of project work relevant to FM and supporting projects across South Yorkshire Police.

Liaise with the M&E Engineer, Building Surveyors and Business Managers in the programming, implementation and monitoring of planned maintenance works.

Liaise with Buildings Engineers, Assistant Buildings Engineers and Handy persons over matters relating to all maintenance and repairs, including the day to day running of plant.

Undertake design work on minor capital and planned maintenance schemes.

Management of automatic meter readers (AMR) across the Force estate, ensuring the accuracy of utilities readings for billing purposes.

Assist with running planned maintenance programmes relating to mechanical and electrical plant within the Force buildings, including annual maintenance programmes for security, access and specialist equipment.

Undertake the supervision of project works on site to ensure delivery of work to specification and quality standards, and to undertake spot checks to monitor progress and costs.

Work as part of the designated project team, assisting team members, partners, statutory bodies and external agencies to ensure the delivery of required outcomes and key milestones.

Prepare scheme briefs and business cases to secure funding to generate savings relevant to a diverse range of project work.

Liaise with Help Desk staff to co-ordinate and plan work for efficient delivery.

Provide specialist advice on any new schemes relating to mechanical, electrical, security and access installations, ensuring consistency in all Force buildings.

Liaise with Business Managers and outside organisations to deliver key facilities management projects on behalf of the FM Service.

Prepare concise technical reports and, where appropriate, make recommendations in relation to any improvements to the efficient functioning of buildings.

Health and safety compliance including the control of contractors.

Professionally represent the Force at any internal or external meetings, workshops and conferences.

Keep abreast of organisational developments associated with all aspects of facilities management.

Undertake any other duties relevant to and commensurate with the post.

Competencies/behaviours

*Please access Toolkits on the HR Services intranet page and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

*Alternatively you can also access the College of Policing website (via Google Chrome) and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

<u>Competency</u>	<u>CVF Level</u> Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	2
We are collaborative	1
We deliver, support and inspire	2
We analyse critically	2
We are innovative and open-minded	2
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)*

Essential:

Practical working knowledge in the area of Facilities management and experience in the maintenance of buildings and building services

Currently holds a recognised qualification in Building Services engineering and/or facilities management to Level 3 - City & Guild/ONC etc and be able to demonstrate supervisory/management experience

Current experience of using Microsoft Word, Excel, Powerpoint and an Asset Management System

Knowledge of current health & safety legislation, and buildings regulations

Ability to travel throughout the Force area

An ability to work outside normal working hours and/or attend conferences/workshops on behalf of the Force which may necessitate overnight stays

Desirable:

Practical experience of working with stakeholders to support and deliver organisational objectives

Knowledge of, or experience in Project Management techniques