

Job Description

DIRECTORATE:	Communities
DEPARTMENT:	Total Facilities Management
POST:	Technical Support Officer (Mechanical)
GRADE OF POST:	GR09
RESPONSIBLE TO:	Technical Services Team Manager

JOB PURPOSE:

To inform maintenance budgets and requirement. Contribute to the inspection and supervision of the implementation and maintenance of mechanical systems in BCBC owned and controlled Buildings and certify as appropriate. Instruct and manage external mechanical consultants and works project teams in the delivery of mechanical related building projects. Undertake small design works for projects and keep up to date with latest technologies.

Work collaboratively with colleagues across the Council in support of the Councils decarbonisation programme, providing a direct contribution to the Bridgend Net Zero Commitments set out in the Councils Net Zero strategy document.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To contribute to the inspection and supervision of the implementation/construction/maintenance of mechanical systems in BCBC owned
- To proactively support the end-to-end project management of cyclical, planned and identified remedial works, ensuring projects are professionally managed to Council standards, specifications, schedules and, legislation within Time and within budget and that customers are kept fully informed throughout the process.
- To liaise with and review external contractors work and advise on the potential for improvements with the team accordingly.
- To prepare and deliver small design projects as appropriate to Grade and experience and keep up to date with latest technologies
- To identify problems and develop innovative, cost-effective solutions to problems, demonstrating technical and practical problem solving.
- To support the Technical Services Team Manager in the preparation of tender and contract documentation and manage administration of works through both in-house teams and external contractors.
- To liaise with Plant insurers and maintain a database of Plant and equipment.
- To analyse, evaluate and interpret data and prepare technical reports and other documentation for management and provide technical advice to management, colleagues, customers, and other stakeholders as and when



required.

- To ensure that all aspects of Health and Safety are properly observed by staff and contractors in accordance with the C.D.M. Regulations. Ensure that all maintenance works comply with relevant health & safety regulations, advice, guidance, and industry best practice.
- To attend site progress meetings and stakeholder consultation meetings where necessary.
- Liaise and communicate with other departments & collaborate with team members on joint projects ensuring full information transfer to meet performance and customer service standards to support the achievement of strategic objectives.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Technical Support Officer (Mechanical)

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	HNC or HND in Mechanical Engineering or a commitment to achieving this.	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	- Experience in Property related Asset Management including experience of responsive and planned maintenance. - Experience of undertaking inspections for quality control purposes. - Experience of Health and Safety including CDM regulations. - Able to demonstrate good knowledge of maintenance techniques. - A comprehensive knowledge of relevant legislation and/or Codes of Practice i.e., Construction and Safety. - A background in surveying or engineering. - Experience of effective risk identification and risk management (including Health & Safety implications). - Experience of dealing with contracts along with proven ability to liaise with and manage/monitor contractors. - Handling a variety of stakeholders. - Meeting and adhering to KPIs. - Owning projects centred around change. - Good awareness of budget management; including monitoring and reporting.	Yes Yes Yes Yes	Interview, application form and selection process.
Skills & Personal Qualities	- Excellent people: operational and project management skills - proven ability to deal with people at all levels. - Strong personal organisational skills including ability to manage a diverse and demanding workload within a constantly changing environment.	Yes	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Skills & Personal Qualities (continued)	Ability to work under pressure; prioritise workload and meet performance targets/deadlines.	Yes	Interview, application form, and selection process.
	- Proven technical ability to diagnose problems and identify solutions. - Demonstrates the willingness to take ownership of problems to ensure resolution. - Proven ability to use own initiative to make appropriate decisions. - Good communication skills including written; verbal and interpersonal. - Good IT skills and working knowledge of Microsoft Windows applications and repairs/maintenance-based software. - Committed to overall excellence and particularly provision of excellent service at best value. - Exceptional planning skills & proactive work scheduling. - Effective problem-solving skills. - Strong customer focus. - Full current driving licence. - The ability to communicate through the medium of Welsh.	Yes	