

JOB DESCRIPTION: PROFESSIONAL AND ADMINISTRATIVE STAFF

Job title: Maintenance Engineer

Department: Estates and Facilities (Technical Services)

Pay Band: C

Line Manager: Technical Services Manager/ Assistant Technical Services Manager

Role Purpose:

The post holder will be responsible for day-to-day keeping Ravensbourne's facilities in optimum operating condition by performing preventive maintenance and repairs on the building's plant, machinery, fixture and fitting and building fabric. The job incumbent follows Ravensbourne's policies and guidelines and Estate & Facilities Strategy.

Duties and Responsibilities:

- Working closely with the Technical Services Manager / Assistant Technical Services Manager, reviewing, evaluating, planning and taking actions ensuring that the building achieves its safety and maintenance standards.
- Responsible to deliver the statutory, planned and reactive maintenance activities and any other task as allocated by Technical Services Manager/ Assistant Technical Services Manager
- Maintains heating, ventilating, air conditioning, lighting, and all other plant machinery including building fixtures and fittings in optimal operating condition by performing routine maintenance and prompt repairs
- Follow the schedule of annual planned preventative maintenance programme and schedule of works
- Lighting (Small installation, Fault-finding, Lamping, Changing ballast's, Control panel, Power distribution)
- Emergency lighting, Sprinkler System & Fire Alarm Test's
- Air Conditioning - Air Handling Units/ Fan Coil Unit (Filter changes, cleaning)
- Operate and monitor the BMS system daily

- Water Treatment (Temperature checks/ Not dosing)
- Plumbing - Unblocking toilets, changing taps, seals etc
- UPS Systems - Monitor/ Take readings
- General building fabric maintenance
- Escort sub-contractors
- Ensure the asset register and logbook is up to date and representative of the maintenance activities.
- Records utility meter readings and monitors daily usage
- Works safely and maintains cleanliness and order in the building's power plant areas
- Stock take the supplies, spare parts required for building maintenance and notifies Technical Services Manager/ Assistant Technical Services Manager of equipment and supply requirements regularly
- Works with outside contractors as necessary to assist them in performing maintenance jobs
- Contributes to Ravensbourne's preparedness in case of a fire emergency, by participating in the Ravensbourne's fire Marshal team
- Checks fire extinguishers regularly and operate them as needed
- Operates life safety systems as and when necessary
- Inspects and performs preventive maintenance on the building's life safety systems
- Handles master keys following Ravensbourne's policies for the overall safety of the building
- Maintains building in optimal operating condition by performing prompt repairs as and when needed
- Ensure that all contractors are engaged and managed on-site in full compliance with Health and Safety regulations and adhere to the Universities health and safety policy and procedures
- All assets maintained to SFG 20 standards and following agreed PPM plan and Lifecycle Plan

- Any other duties as may reasonably be required and that fall within the scope and range of the role
- Demonstrate understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role
- Work within Ravensbourne's Code of Conduct and other Rules
- Comply with all legislative, regulatory and policy requirements (e.g. Finance, HR) as appropriate
- Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work, and show commitment through everyday practice in the role
- Work in accordance with, and promote Ravensbourne's environmental sustainability policy and practices
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organizational effectiveness
- Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne's objectives achieved

Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts regularly):

- Technical Services Manager
- Assistant Technical Services Manager
- Health, Safety and Environmental Manager
- Facilities Manager
- Assistant Facilities Manager
- Timetabling Manager
- Events Team
- Catering Contractor
- IT/AV Teams
- M&E Services Contractors
- Academic teams
- Consultants and Professionals from within the built environment
- Retail Units situated within the Ravensbourne building

LAWS, REGULATIONS AND POLICIES

- Follow all applicable laws and building regulations
- Provide the highest standards of customer satisfaction by providing quality services and products within Ravensbourne's standards
- Work a minimum of 35 Hrs. per week. Normal working days are Monday to Friday but occasionally Weekend work requires as per Business needs.

- Due to the nature of this role, this role requires to work during the Christmas and other closure days of the university.

Health and Safety & Environment:

- Complies with Ravensbourne's H&S policy (issued on induction and available from HR if required)
- Reports any suspicious behavior of employees to the Manager and Security
- Ensures that all potential and real hazards are reported and reduced immediately
- Fully understand Ravensbourne's fire, emergency, and bomb procedures
- Always work safely and does not harm or injure self or others
- Ensures the safety of the people and property within the premises by applying H&S regulations, adhering to existing laws and relevant regulations
- Anticipates possible and probable hazards and conditions and either corrects them takes action to prevent them from happening or reports them to the Manager
- Ensures that the highest standards of personal hygiene, uniform, appearance, body language and conduct is maintained

This Job Description may be reviewed, and duties amended aligned with Ravensbourne's requirements, any changes will be made in collaboration with the postholder.

Our Values

Connection: We value what happens together and we collaborate to achieve our collective goals.

Dynamism: We embrace every opportunity to adapt and optimise.

Inclusion: We celebrate our diversity, and we embrace difference as a source of strength.

Professionalism: We aim for quality in everything we do and take pride in our work.

