

Description and Person Specification
Professional Services Staff

Job title: Maintenance Engineer

Department: Estates & Facilities

Pay Grade: 2

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 and undertake maintenance works on a range of equipment
 - Lighting (Small installation, Fault-finding, Lamping, Changing ballasts, Control panel, Power distribution)
 - Emergency lighting, Sprinkler System & Fire Alarm Tests
 - 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 CAFM system 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
 - Stocktake 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

Other

- Demonstrate an 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, People & Culture) as appropriate.

<ul style="list-style-type: none"> • Carry out the policies, procedures, and practices of Health & Safety in all aspects of the role. • Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work and show commitment through everyday practice in the role.
<p>Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):</p> <p>Estates & Facilities colleagues Departmental Professional Services teams Academic teams Contracted service providers Other staff and students General public Visitors</p>
<p>Resources Managed</p> <p>Budgets: None Staff: None Other: None</p>

<u>Person Specification</u>		
<u>Knowledge and Experience</u>	Essential	Desirable
<p>Education</p> <p>Educated to GCSE level (or equivalent).</p>	✓	
<p>Professional qualifications/experience</p> <p>Previous experience of working in a technical environment.</p> <p>A suitable mechanical or electrical qualification with regards to the type of work being undertaken</p> <p>Experience of working with helpdesk systems.</p>	<p>✓</p> <p>✓</p>	✓

Higher Education knowledge Experience of work in a HE Estates / FM environment.		✓
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<u>Core Personal skills abilities and behaviours</u>	Essential	Desirable
Physical Demands Able to lift and move heavy loads using the equipment provided. Capable of spending prolonged periods of time standing.	✓	
Equality, Diversity & Inclusion Committed to diversity with the ability to recognise cultural perspectives and values.	✓	
Communication Able to communicate information clearly and accurately, considering what to communicate and how best to convey information to others.	✓	
Team Work Contributes to building team morale as an active member of the team.	✓	
Service Delivery Promotes a positive image of the University by responding promptly to enquiries from internal and external contacts and referring them to the right person where appropriate.	✓	
Planning and Organising Able to plan, prioritise and organise their own work to achieve agreed objectives.	✓	
Initiative and Problem Solving Able to use initiative and creativity to solve problems in a practical and professional manner.	✓	

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.

