



ROLE:	Mechanical & Electrical Services Engineer
TERM:	37.5 hours - Permanent
REPORTS TO:	Facilities & Compliance Manager
Salary:	£30,000

Job Purpose

To assist the Buildings & Compliance Manager with the care and maintenance of the buildings and services owned by TAP, enabling the organisation to achieve the required compliance and presentation standards. You will be a hands-on individual who enables delivery of mechanical and electrical services through self-delivery or via the management of contractors.

You will provide technical advice on mechanical and electrical provisions. Also you will form a link between Project and Operational disciplines, liaising closely to ensure smooth commissioning and hand-over of completed projects, providing client overview to close-out defects and issues.

Sometimes you will have to manage projects in-line with your field of work. To ensure TAP is compliant with all relevant legislation through development of policy, procedure and providing advocacy and assurance where necessary.

With a background in mechanical and electrical provision and general estate maintenance you should hold or be working towards a professional qualification.

Key Deliverables and Accountabilities

Planned Preventative Maintenance – review existing M&E infrastructure and put in place appropriate planned preventative maintenance schedules; seeking value for money whilst ensuring key equipment is properly maintained with minimal downtime and disruption. Advise on equipment lifecycles and replacement.

Reactive Repairs – working with our Service Support Team, ensure repairs are undertaken within agreed timescales and to the required standard. Liaise with building users to ensure work is scheduled to minimise impact on operations.

Contractor Management – review and manage outsourced M&E contracts. Ensure targets are met for value for money, quality of service and response times. Work with H&S colleagues to ensure our contractors are working to all relevant H&S standards and adhere to TAP's Contractor Management policy.

Project handovers – working with Project colleagues (including Project Managers, Clerk of Works & Engineers) ensure TAP is ready for M&E elements of project handovers; including documentation & Operational & Maintenance Files, wider team familiarisation training, service & maintenance contracts. Ensure all new equipment is documented, admin systems updated and compliance testing in-place.

H&S/Compliance – working with our H&S and Service Support Teams, oversee and deliver all required M&E compliance testing. This may be a combination of self-delivered or contracted-out services, including but not limited to; PAT, LOLER, Legionella, Electrical and Gas Testing, Fire systems & HVAC. Act as TAP's Authorising Person for electrical works,



along with issuing other relevant permits to work (eg Hot Works). Work with the Buildings & Compliance Manager to develop and review relevant Policies & Procedures.

Building Management System (BMS) – provide TAP lead on functional management and oversight. Work with wider colleagues including registrars and security to ensure appropriate environmental conditions are maintained, faults reported and appropriate repairs undertaken to key systems. Actively monitor BMS reporting and faults, supporting our Security team with out of hour's response.

Record Keeping & Administration - work with our Service Support Team to ensure all relevant M&E records are kept up to date on TAP's systems. Manage delegated budgets and raise purchase orders accordingly.

Training & development – support wider TAP departments to ensure that they have the required level of knowledge to operate relevant M&E equipment. Work with our Facilities Team to provide advice and help upskill our existing workforce.

Team Management – work with the Facilities & Compliance Manager to develop a volunteer team, aligned to support the delivery TAP's M&E needs.

Person Specification

Essential	Desirable
Skills/Knowledge	
<p>An understanding and commitment to the Auckland Project and its core purpose/mission</p> <p>Collaborative approach to work and a drive to mentor and coach to upskills others</p> <p>Strong communication skills at all levels, able to adapt communication methods to ensure information is clearly understood by different groups</p> <p>Ability to plan, organise and prioritise a heavy workload whilst being proactive, working on own initiative, with limited supervision.</p> <p>Able to manage contractors delivering M&E works at project level including their H&S, quality, value and progress.</p> <p>A strong understanding and adherence to ensuring good value for money</p> <p>Outward looking, ability to make links with other similar sector organisations, seeking to implement learning and best practice</p>	

<p>Ability to understand and work from schematic drawings, distribution layouts and design specifications.</p> <p>Analyse and provide feedback to design documentation to ensure they meet the Auckland Projects intent.</p> <p>Ability to problem solve in a fast paced environment and use innovative ideas to provide solutions or temporary fixes to ensure systems are operational with minimum downtime.</p> <p>An understanding of and being able to use relevant resources to ensure regulations, codes of practice and compliance is maintained throughout the site.</p> <p>A background in mechanical and electrical provision and general estate maintenance</p> <p>Knowledge of the building sector</p>	
Qualifications/Training	
<p>Apprentice MME level 3</p> <p>ONC/HND (or equivalent) Mechanical or Electrical engineering</p>	<p>HNC in electrical engineering services or equivalent / be working towards</p>
Experience	
<p>Industry safe working practices – e.g. working at height CSCS</p> <p>Electrical & gas safety experience</p> <p>Fire safety experience</p> <p>Understanding of BMS & HVAC systems, lighting systems and controls and experience in maintaining, fixing and fault finding on these systems</p> <p>Mixed mechanical & electrical background (we anticipate a leaning to one or the other), ideally</p>	<p>Experience of working in multi-site and/or developing organisation</p> <p>Experience of working within a complex work environment</p> <p>Working in the heritage sector</p>



with experience of working in a multi-disciplinary FM/Estates Team	
Other Requirements	
An enthusiastic 'can do' approach	
A team player	
A flexible worker who can be called on to work weekends and occasion out of hours call outs.	
Full UK driving licence	

The Auckland Project

The Auckland Project is working to create positive change for those living, working and visiting Bishop Auckland. To do so we are creating a visitor destination in Bishop Auckland, incorporating Auckland Castle (once home to the Prince Bishops of Durham), a Spanish Gallery, Faith Museum, Walled Garden, Deer Park, Mining Art Gallery, Auckland Tower visitor centre and Weardale Railway.

We opened the Mining Art Gallery, in October 2017 and Auckland Tower in October 2018. Bishop Trevor Gallery, a temporary exhibition space within Auckland Castle, opened in June 2019, with the Castle re-opening to the public on 2 November 2019 following a three-year conservation programme. The other attractions will follow in stages in the years ahead.

Our visitor destination and community development programme broadly fits into four areas:

1. To help **individuals** by creating a sense of aspiration as well as providing opportunities for skills development
2. To help the **community** to become resilient and economically sound by creating opportunities for partnerships, building a year-round tourist market and supporting small creative industries to thrive
3. To protect, sustain and enhance our **natural environment**
4. To restore and enhance the beauty and historic significance of the built **environment.**

By working with us, you are helping to ensure the town's future is as magnificent and vibrant as its past.

How to Apply

Apply for this role by emailing a covering letter of no more than one A4 side explaining why you are suitable for the role, together with a copy of your CV to recruitment@aucklandproject.org

Closing date: 4th October 2021