

Mechanical Services Engineer (x3)

Directorate	Estates Services Directorate (www.strath.ac.uk/estates/)		
Staff Category	Trades	Reference No	I25141
Reports To	Mechanical Services Supervisor	Grade:	TF01
Salary Range:	£27,159 + Call Out Allowance + Non-Contracted Overtime	Contract Type:	Open Contract
FTE:	1 (37.5 hours/week)	Closing Date	Sunday, 29 April 2018

Job Advert

The University of Strathclyde, Estates Services, is seeking to recruit someone to join their Mechanical Services team who is time served with experience in maintenance and domestic or commercial gas. The team are experienced in operating/maintaining H&V plant and equipment, steam and hot water boiler plant, drainage, domestic plumbing H & C water distribution systems, LEV systems and unvented hot water systems. Training / mentoring will be provided for areas that you don't have experience with. Training will be provided for ACS Registration of commercial and domestic gas, although previous experience is required. A Call-Out Allowance is provided and overtime opportunities are often available. A valid driving licence is essential.

Job Description

Brief Outline of Job:

To carry out Operational & Maintenance activities, including Planned Preventative Maintenance (PPM) and reactive maintenance to ensure that University equipment is adequate and safe for use.

Main Activities/Responsibilities:

1.	Maintain: heating and ventilation systems, steam and hot water boiler plant, drainage, domestic hot and cold water distribution systems and fume cupboards.
2.	Surveying, reassembly, commissioning and insurance checks to plant required under legislation.
3.	To install and repair steam distribution systems to ensure safe working environments for staff and students. Including the diagnosis of faults, ordering of materials and the organisation of access and safety permits. To overhaul general pumping equipment, air compressors, fan transmission, thermostatic valves, fume cabinets etc. to ensure compliance with health and safety regulations and service level agreements.
4.	To carry out routine operational maintenance checks as directed on gas-fired CHP Engines.
5.	To install and maintain all pipe work on hot and cold water services to ensure safe water conditions. Includes testing, boiler treatment and the carrying out of tank inspections in compliance with L8 Legionella Control.
6.	To install and maintain a range of sanitary appliances.
7.	To carry out gas servicing on all University equipment to ensure the safety of the environment and equipment for staff and students in line with relevant legislation. Including the reporting and investigation of potential gas leaks.
8.	To operate at all times in line with risk assessments and methods statements prepared by the Supervisor in order to maintain health and safety compliance. To operate plant equipment under PUWER regulations and working to Permits to Work with full compliance to COSHH.

9.	Liaise with other trades/contractors/customers regarding access arrangements, programmes and advising on defects liability.
10.	Undertaking a range of planned and reactive maintenance works and achieving the required service level agreement time limits.
11.	Mandatory participation in formalised out of hour's rota including weekends & public holidays. Carrying emergency telephone as required.
12.	Completion of timesheets, planned & reactive job lines as generated by CAFM database, including use of handheld mobile device to record work activity, and also log sheets in relation to driving University vehicles.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Appropriate recognised Apprenticeship.

D1 'O' Level/Standard Grade (or equivalent) education.

Experience

E2 Knowledge/experience of operation and maintenance of Heating, Ventilating, Plumbing services.

D2 Working in a maintenance environment.

D3 Knowledge/experience of water quality management & legionella control.

Job Related Skills and Achievements

E3 Ability to work as part of a team or on own initiative.

E4 A good working knowledge of Health and Safety requirements.

D4 A good working knowledge of building services controls.

D5 A good standard of computer literacy.

D6 Good diagnostic skills.

Personal Attributes

E5 Good verbal and written communication skills.

E6 Ability to attain and retain ACS registration (Domestic and Commercial)

E7 Ability to work at heights, within noisy environments, lone working.

Other Relevant Factors

E8 Availability to undertake out of hours standby cover.

E9 Current driving licence.

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Mr George Cruden, Mechanical Services Supervisor (g.cruden@strath.ac.uk; tel no: 0141 548 2163).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Conditions of Employment

Conditions of employment relating to the Trades staff category can be found at: [Conditions of Employment](#).

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



CONDITIONS OF EMPLOYMENT FOR MECHANICAL SERVICES ENGINEERS

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises the National Union of Unite as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Heating Engineers. Such terms and conditions may be varied by the University Court after negotiation and consultation with Unite.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this category is 6 months. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at the appropriate rate as determined by the Joint Consultative Committee for the Heating, Ventilating and Domestic Engineering Industry. Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month. Pay awards are applied in accordance with the Joint Consultative Committee for the Heating, Ventilating and Domestic Engineering Industry.

3. SHIFT AND STANDBY WORKING

Staff are expected to participate in shift working and standby rotas which are agreed locally with adequate notice provided.

Shift working: The pattern currently in operation during Monday to Friday is early shift from 06.00 to 14.30, mid shift from 07.00 to 15.30 and back shift from 13.30 to 21.00. All shift hours are recompensed by payment of an enhanced basic rate currently equivalent to basic hourly rate plus one sixth. This is consolidated as a percentage payment on the annual salary.

Standby rota: Weekly Standby Allowance is paid for providing call-out cover outwith normal working hours. Each call out is recompensed with a payment equivalent to 6 hours at basic hourly rate. Further details can be obtained from the local agreement.

4. HOURS OF WORK

The normal working week is 38 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 8.00am to 4.30pm Monday to Friday with a lunch break. Certain members of staff may be required to work some hours outwith this normal pattern, including periods where the University is normally closed, and this should be agreed locally.

5. HOLIDAYS

Annual leave entitlement is 24 working days to be taken by arrangement with the Line Manager in addition to 1 day after 5 years' continuous service, 1 further day after 7 years' continuous service and 1 further day after 12 years' continuous service. The holiday year commences on 1st October with accrued holiday entitlement being calculated on the following basis:

Completed months of continuous Service	Number of Working Days Entitlement			
	24 days	25 days	26 days	27 days
1	2	2	2	2
2	3	4	4	4
3	5	5	5	6
4	7	7	7	8
5	8	9	9	10
6	10	11	11	11
7	12	12	13	13
8	13	14	15	15
9	15	16	16	17
10	17	18	18	19
11	18	19	20	21

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days. The University's expectation is that staff take all accrued holidays prior to their termination date.

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6. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows::

<u>Period of Continuous Employment</u>	<u>Full Pay</u>	<u>Half Pay</u>
During first 3 months	2 weeks	2 weeks
Three months but less than one year	2 months	2 months
One year but less than three years	3 months	3 months
Three years but less than five years	5 months	5 months
Five years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff.

When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department for Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

7. OVERTIME

Overtime is worked by arrangement with the Line Manager. The normal working week of 38 hours per week must be worked before overtime is payable. Payment is made on the following basis:

During the normal working week after normal finishing time	:	Time and a half
After midnight Monday to Friday	:	Double time
During first 5 hours worked on Saturday	:	Time and a half
After first 5 hours worked on Saturday	:	Double time
All hours worked on Sunday	:	Double time

8. PENSIONS

New members of staff, under age 75, will be admitted to membership of the Universities Superannuation Scheme on taking up appointment unless they notify the University in advance, at the point of signing their contract letter that they do not wish to be admitted to membership of USS. USS requires a contribution from the member (currently 6.5 per cent of salary for the Career Revalued Benefits section of the scheme and 7.5% for the Final Salary section of the scheme), to which a contribution of salary is added by the University as required by USS. If a new member of staff has previously been a member of USS and rejoins the scheme on or after 1 October 2011 they will be eligible to re-join the Final Salary section of the scheme if they:

- left before 1 October 2011 and have deferred benefits in USS and are re-joining before 1 April 2012; or
- leave the Final Salary section after 30 September 2011 and rejoin the scheme within 30 months of leaving.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been members. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section in the first instance.

A new employee's guide to joining USS is issued with the offer letter. Full details of the Scheme are available for reference purposes at the Pensions Section of Finance Office, John Anderson Campus.

9 PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment. If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

10. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

11. NOTICE AND TERMINATION

Members of staff are required to give the University at least one week's written notice of termination. Where the University gives notice to members of staff, this will be given on the following basis:

<u>Period of Continuous Employment</u>	<u>Normal Period of Notice</u>
4 weeks but less than 2 years	1 week
2 years	2 weeks

and thereafter on the basis of 1 week's notice for every year of continuous service up to a maximum of 12 week's notice.

If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one week's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.