

**ROYAL BOROUGH OF GREENWICH**

**JOB DESCRIPTION**

<b>DEPARTMENT</b>	<b>Housing and Safer Communities</b>	<b>POSTHOLDER</b>
<b>SECTION</b>	<b>Repairs and Investment</b>	<b>GRADE PO4</b>
<b>POST DESIGNATION (TITLE)</b>	<b>Heating Mechanical Engineer</b>	

Purpose of Job:

To be responsible to Gas Delivery Manager for:

- i) To support the competent person for gas, heating and hot water safety maintenance and safety for the Housing and Safer Communities Directorate (HSC) of circa 25,000 tenanted and leasehold homes across circa 1600 buildings (Including over 60 High Risk Buildings) in accordance with established and any new Legislation.
- ii) To Support the competent person responsible for the management of heating and hot water risk, ensuring the risks to all staff, residents, contractors and stakeholders, are minimised, reducing the chance of harm.
- iii) To ensure full compliance with all legislative, best practice, policy and KPI requirements at all times.
- iv) Ensuring that mechanical and heating/hot water safety and works are delivered, ensuring any remedial actions are created and implemented in accordance with the relevant management plan.
- v) Arrange for informing all relevant staff and clients of relevant reports and arranging for the repairs, replacements and re-inspections as deemed necessary.

Manages up to 0 directly managed staff.

Manages up to 50 indirectly RBG staff and directly managing up to 9 consultancy/contracting staff.

Main Duties:

- 1) Be responsible for a variety of heating and hot water related projects and initiatives, providing weekly progress updates of all related inspections and remedial replacement programmes against the approved Royal Borough of Greenwich (RBG) property list.

- 2) Update and maintain an accurate, comprehensive asset database which will provide a robust strategy for the delivery of heating services and safety.
- 3) Attend, assist and where required chair any internal governance meetings such as the Gas Safety Action Group (GSAG), raising actions to the Compliance Operational Group (COG) where required.
- 4) In the absence of the Gas Delivery Manager, actively engage as part of the COG and any other internal operational and governance groups, delivering highlight reports from the GSAG and raising awareness of any risks or issues identified.
- 5) Work with the Gas Delivery Manager as an adviser for any matter relating to heating and hot water delivery, compliance and safety across the Repairs and Investment directorate. To liaise with other colleagues as a subject matter specialist and offering recommendations and instructions for heating and hot water related matters.
- 6) Work to the relevant management plans and policies including all the relevant statutory documentation including risk assessments, method statements, task sheets, health and safety and best practice documents.
- 7) Identify the properties and communal assets and risks for the RBG portfolio, with regards to heating and hot water risk. Investigate and reduce the number of unknown risks or properties or assets.
- 8) Work with and maintain a Risk Register and Heating and Hot Water Management Plan for the landlord service within Housing and Safer Communities, providing regular updates and reports to the senior management team, providing updates and briefings for the COG.
- 9) Assist the Gas Delivery Manager to manage resources well, ensuring regular monitoring with teams on expenditure and spend forecasts, working with the Head of Risk and Compliance, Commercial Manager and Finance Team to ensure timely and accurate reporting and forecasting of financial information, and effective forward planning of resource needs.
- 10) Have a comprehensive knowledge and understanding of legislation, policy, and best practice. Developing new ways of doing things to improve compliance, efficiency, and financial burdens with regards to Heating and delivering frontline services.
- 11) Assist in managing the heating and hot water contracts and projects, attending and where required chairing meetings regularly to review operational safety, inspection programmes, remedial and replacement programmes regularly to review KPIs, documentation and compliance. Liaising with other directorates that utilise the same contractors and ensuring communication of any action plans is shared.
- 12) To work with the Gas Delivery Manager to manage, prepare and deliver a full suite of Key Performance indicators (KPIs). These will be figures will be reported as required to the compliance team and these will be used to help drive a continuous improvement culture within RGB.
- 13) Deals appropriately with a range of enquiries from a variety of sources by email, telephone or in person, prioritising the requests on behalf of senior team member.

- 14) To undertake any other work appropriate to the level and general nature of the post's duties. To accurately record and log statistical information as required.
- 15) To work in partnership with the directorate/department's performance team to monitor performance indicators and other key data and to ensure that targets are met, and performance is monitored.
- 16) To assist plan, control and monitor the use of all budgetary and other related resources allocated in accordance with RBG policies.
- 17) To deal with enquiries and complaints from members of the public, Members and MPs as requested. To advise and prepare replies/reports as required.
- 18) To carry out pre and post site inspections and visits to different establishments as and when required including work outside of the borough. This will involve working remotely away from management supervision.
- 19) To act as assistant competent person, for heating and hot water matters.
- 20) To undertake the responsibilities of an Engineer including carrying out investigations and preparing designs for installations or repair works, developing contract documentation, preparing drawings, specifications, schedules, minutes, reports, briefs, assist in tendering contracts and acting as contract administrator.
- 21) To monitor works schemes progress, both capital and programmed works, where required take corrective action as necessary and be responsible for achieving successful project implementation. This could include regular post and pre site visits, holding site meetings, issue instructions as necessary and act as contract administrator.
- 22) To work with the current RBG Housing systems, to log works and carry out financial operations within this system. Also working with the implementation and maintenance the new RGB compliance system and asset data registers, this involves data checking and inputting.
- 23) To instruct the contractors on routine maintenance and inspection of all installations, investigate complaints and report on claims of bad work standards by contractors and instigate appropriate action. This may include feedback to the complaints and senior management teams.
- 24) To provide technical advice and assistance to other sections of the Directorate, Senior Managers, Members, and tenants and to respond to enquiries from members of the public and members on mechanical and electrical subjects and safety matters as required.
- 25) This post does not require a DBS.
- 26) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 27) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.

- 28) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 29) You may be required to undertake alternative, additional, or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

**Designation of the post to which the post holder normally reports to:**  
Gas Delivery Manager.

## Person Specification

<b>Job Title</b>	Heating Mechanical Engineer
<b>Grade</b>	PO4
<b>Service/Section</b>	Repairs & Investment
<b>Directorate</b>	Housing and Safer Communities

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
<b>Knowledge</b>	
A knowledge of ACS Commercial and Domestic Core Safety and appropriate appliances and a sound understanding of the Gas Safety (Installation and Use) Regulation 1998.	D
A working knowledge of current 18 <sup>th</sup> Edition of the IET Wiring Regulations- BS 7671.	D
Extensive knowledge of commercial and domestic heating, hot and cold water systems and controls.	E
Knowledge of Health and Safety legislation and all Acts/Regulations as they affect service provision.	E
Knowledge and understanding of Energy Conservation Regulations, Heat Network (Meter and Billing Regulations) and sustainable technology.	D
Good understanding of the current Building Regulations.	D
<b>Skills and Abilities</b>	
<b>Project Management and Supervision Skills:</b> <ul style="list-style-type: none"> <li>Ability to manage and supervise staff and consultants, monitor their workload, provide instruction, and oversee project progress.</li> <li>Proficiency in producing detailed designs and specifications from initial surveys, estimating costs, and managing projects from inception to final account.</li> <li>Detailed knowledge of building services contract processes, including the checking and processing of payments, identifying defective workmanship and materials, and keeping accurate records of contracts.</li> </ul>	E
<b>Communication and Problem-Solving:</b> <ul style="list-style-type: none"> <li>Strong communication skills with the ability to effectively interact within the industry and with external parties, such as conducting site meetings, writing reports, giving advice, and responding to enquiries.</li> <li>Problem-solving skills with the ability to devise and</li> </ul>	E

propose practical solutions.	
<b>Technical Skills:</b> <ul style="list-style-type: none"> <li>Numeracy and IT proficiency, including the ability to use computerized systems and knowledge of appropriate software packages.</li> </ul>	E
<b>Other Requirements:</b> <ul style="list-style-type: none"> <li>Willingness to attend meetings outside of office hours, such as committee and tenant meetings.</li> <li>Possession of a full UK driving license and access to a car or own transport.</li> </ul>	E
<b>Experience</b>	
Minimum 3 years' experience working within a building services Mechanical-Gas-Design environment, supervising contractors and/or contract staff, a major proportion of which must have been in an office environment.	E
<b>Qualifications</b>	
ONC/BTech/NVQ Level 3 certificate in a relevant Building Services/Mechanical discipline, extensive post qualification.	E
Membership of CSBSE.	D
<b>Equal Opportunities</b>	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	D
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	D