

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose	
The Maintenance Engineer – Mechanical will support the Estates Management team in all aspects of Estates work to provide a comprehensive repairs and maintenance service for all mechanical systems and plant, for example plumbing, BEMS, heating and ventilation systems.	
There will be a requirement for you to periodically work on call hours, and you may need to travel to other establishments and areas.	
Key Responsibilities	
1	Carry out reactive and planned maintenance and minor works throughout the establishment as instructed to all mechanical plant, equipment and systems.
2	Maintain a safe and healthy working environment through regular checking and testing of heating appliances and installations in accordance with relevant legislation. Participating in an "on call" rota for emergency repairs. It is expected that you will be able to attend your home establishment within 60 minutes of being called out. You will also provide area coverage when required.
3	Monitor and adjust mechanical control systems to ensure optimum performance within guidelines.
4	To provide technical support and advice on plumbing, heating and ventilation issues to the Technical Manager and other staff as necessary.
5	Assume practical responsibility for all plumbing, heating and ventilation related installations and provide timely pre-emptive condition reports to Technical Manager.
6	Assess and order parts and equipment necessary for individual tasks, in conjunction with the administrator.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role.

Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
Have served a recognised apprenticeship and have obtained a qualification in plumbing or heating and ventilation or mechanical building services to a minimum of SVQ Level 3 or equivalent.	Essential	Application Pre-employment Check <i>(you will be asked to provide evidence of your apprenticeship and qualification documentation)</i>
Experience		
Experience of mechanical services, plumbing and heating services maintenance in an industrial/commercial environment.	Essential	Application
Experience of operating and maintaining domestic hot and cold water systems including an understanding of the control of Legionella	Desirable	Interview
Have awareness of other basic maintenance and repair tasks (for example, electrical and building works maintenance and repairs), or be willing to develop these skills.	Essential	Interview
Knowledge & Skills		
Self-motivated with the ability to make decisions and resolve problems within clearly defined parameters.	Essential	Interview
Sound knowledge of Health and Safety Legislation, Risk Assessments and Method Statements (Safe Systems of Work).	Essential	Interview
Ability to interpret from drawings, instructions and specifications.	Essential	Interview
Full driving licence that enables the person to drive in the UK, however SPS is willing to consider proposals put forward	Essential	Interview

by applicants to carry out the duties by any other means.		
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Selection Process Key Dates

Vacancy Closes for Applications	19 April 2021	Time	12noon
Interview Dates*	03 May 2021 – 14 May 2021		
Outcomes of Interview	Outcomes of the interviews will not be released to you until all interviews have been completed. We are expecting to be able to provide outcomes week commencing 17 May 2021.		

***please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Agata Krupczynska** by email at: **agata.krupczynska@sps.pnn.gov.uk** or by telephone on: **01324 710 497** to allow reasonable adjustments to be made to assist you.

