

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Building Control Technician
<b>DEPARTMENT:</b>	Estates - Maintenance Operations
<b>SUB-DEPARTMENT</b>	Building Controls
<b>POST RESPONSIBLE TO:</b>	Building Control Officer

### **JOB PURPOSE:**

Responsible for the installation, maintenance and repair of a wide range of Building Energy Management Systems (BEMS), hardware and associated electrical & mechanical equipment across the University, under the direction of the Building Control Officer and/or their delegated supervisors.

### **MAIN RESPONSIBILITIES:**

1. Technical
  - a) Act as point of contact and liaison for maintenance engineers to provide immediate resolution. Continuously focus on permanent resolution minimising the whole life cost to such as avoiding repetitive repair and reducing energy consumption.
  - b) Maintain the Building Energy Management System (BEMS) and the control systems and equipment associated with the BEMS and building plant equipment throughout the organisation.
  - c) Take initial corrective action to keep the service going ,ensure business continuity, report findings and resolution to the BEMS Manager and/or the designated manager in accordance with escalation procedure.
  - d) Fault diagnosis and repair / replacement of control and BEMS devices.
  - e) Fault diagnosis and repair / replacement of dedicated BEMS operational technology network.
  
2. Management and organisation
  - a) Monitor alarms including life and business critical alarms. Plan and propose immediate and long-term improvement to reduce alarms traffic.
  - b) Maintain records and heating ventilation schedules as required, maintain relevant records of plant and equipment data.
  - c) To prioritise own, workload and tasks, taking into account where the problem is, the nature of the problem, the number of people affected and the usage of the building.
  - d) Completing/managing of works from the University's docket system to the agreed KPIs

3. Management of specialist contractors
  - a) In accordance with all University policies and guidance assist the BEMS Control Officer with the management of contractors ensuring that work is undertaken to the University accepted standards and demonstrates value for money.
  - b) Liaising with contractors and explain the problems so that the contractor can evaluate a repair solution and take over the work in a safe and timely manner.
  - c) Escalating of poor Contractor performance as required to the BEMS Manager.
  - d) With guidance and assistance from BEMS Control Officer, ensure compliance with health and safety regulations, reviewing of Contractor's, risk and method statements where applicable.
  
4. Maintaining and Reporting
  - a) Monitor daily performance and proactively address issues to maintain suitable building conditions for clients.
  - b) Support the University to achieve energy consumption and carbon emissions reduction team targets. Continuously interrogate control loops seeking operational improvements. Liaise with University buildings owners and users to identify their needs.
  - c) Undertaking technical investigations as required by line manager, and BEMS manager generate written reports to confirm findings, works completed, recommendations and maintain appropriate records.
  - d) Participate in emergency response in line with the University Business Continuity plan.
  - e) Provide technical advice, works specification input and budget cost plans to assist in compiling the Estates 5-year financial plans.
  - f) Undertake administrative duties; maintain records and documentation as required by line manager and in accordance with Estates office and University policies.
  
5. Communication
  - a) Train basic BEMS users to improve controls and system utilisation.
  - b) Communicate updates and relevant information to stakeholders and other departments where maintenance activities impact on the building users operations.
  - c) With guidance from Building Control Officer arrange building services shutdowns with customers and building users
  - d) Develop excellent working relationships with customers, proactively anticipating their requirements in order to understand and deliver them.
  - e) Liaise with Estates and other University departmental staff to advise and assist with maintenance and defect repairs scheduling.
  - f) Liaise with Zonal teams, to build effective relationships dealing with any escalated queries, and complaints as required in a professional and responsive manner.

6. Financial

- a) Obtain quotations for specialist contracted services and materials.
- b) Arrange small works projects in line with the Estates department guidelines using approved contractors and the Estates' quote and tender limits policy. Ensure work is completed to program, within budget, conforms to legislative requirements and to the University's accepted standards.
- c) To order equipment and materials needed to particular jobs or tasks and maintain stock items.

7. General

To undertake any other duties from time to time that may be required, commensurate with the grade of the post.

### PERSON SPECIFICATION

**POST TITLE:** Building Control Technician

**DEPARTMENT:** Estates Maintenance Operations

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS</b>	<b>MEASURED BY:</b> a) Application Form b) Interview c) Test/Exercise d) Presentation
Have completed a recognised engineering building services apprenticeship/training programme in an HVAC or Electrical discipline, or relevant work experience	E	A & B
Qualified to at least Level 3 NVQ Diploma in Building Services related discipline, or relevant work experience	E	A & B
City and Guilds 236 part 1, 2 and C or 2330 Levels 2 and 3 Electrical Installations	E	A & B
Proven work experience of having worked within the building engineering services sector, including commercial, industrial and domestic equipment, undertaking HVAC installation/maintenance works	E	A & B
Suitable/relevant IT skills in Building Management Systems	E	A & B
A good understanding/knowledge of Health and Safety and operational practices, for example confined spaces, working at height, asbestos awareness, working with electricity and pressurised gases and liquids	E	A & B
Knowledge of TCP/IP networks, how to support and fault diagnosis.	E	A & B
Autonomous and self-starter	E	A & B
Excellent organisational skills with the ability to prioritise, maintain records, action plans and documentation up to date at all times is essential	E	A & B
Computer literacy with Microsoft Outlook,	E	A & B

Word, Excel, PowerPoint, MS Project is required		
Good verbal and written communication skills to enable the post holder to report on actions taken to remedy faults and to understand O&M manuals	E	A & B
Good communication and customer service skills	E	A & B
Technically competent in building maintenance, building management systems, mechanical biased, good understanding of HVAC systems, thorough knowledge and understanding of diverse and complex building systems installed throughout the university	E	A & B
The ability to assess problems, propose solutions and then mobilize resources, expertise and contractors to resolve complex problems	E	A & B
Good understanding and up to date knowledge of statutory compliance and the Health and Safety requirements for themselves, staff and contractors at all time, job specific and generally	E	A & B
Member of CIBSE or equivalent qualification	D	A & B
Conversant with CO2 related issues and legislation	D	A & B
Conversant with Energy management systems	D	A & B