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**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Building Services Engineer (Electrical)** |
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| **REPORTS TO:** | **Senior Building Services Engineer** |
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| **DEPARTMENT:** | **Economy, Environment & Culture Directorate** |
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| **SECTION:** | **Property & Design** |

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**PURPOSE OF JOB**

Undertake Electrical design work within the in-house Property & Design team in connection with planned maintenance budget programmes, carbon-reduction energy works and capital funded projects.

Provide expert technical advice to ensure the smooth operation of all the electrical works within the team’s programme of works.

Undertake electrical condition and measured surveys, research, define, reduce risk and specify necessary works and by preparing specifications, drawings, residual hazard lists, etc for tender documents and procuring contracts on behalf of Clients.

Manage and supervise contracts in the role of Principal Designer, or Designer, on behalf of BHCC arising from the specified work including safe management delivery of contractor Health & Safety through on-site monitoring. Contract administrate and cost monitor the projects against budgets.

Project Manage a small number of external consultants to facilitate delivery of a wide variety of electrical projects including monitoring of performance against programmes and budget.

**PRINCIPAL ACCOUNTABILITIES**

In consultation with the Senior Building Services Engineer & Senior Building Surveyor to:

1. Manage, control, co-ordinate and undertake all aspects of the specifying, procuring, execution and supervision of stand-alone electrical work, programmes for carbon-reduction energy works and other electrically related projects as required undertaken by the in-house team.
2. Undertake electrical surveys and inspections for planned repair and maintenance work to land and buildings, including researching and producing solutions to defective equipment. Provide budget information, expert guidance and recommendations to Seniors for use in updating five-year planned maintenance programmes.
3. Design, prepare electrical specifications, schedules of work, AutoCAD drawings, obtain all Planning and Building Regulations approval and prepare contract documents adopting the role of Contract Administrator and Principal Designer/Designer on behalf of BHCC. Obtain, appraise and recommend acceptance of tenders. Chair/attend site and progress meetings. Inspect site installation, robustly monitor contractors safe performance to ensure compliance and to a high standard. Certify interim and final accounts, measurement of variations and the resolution of claims in consultation with Seniors and Legal Services if required.
4. Appoint, oversee and monitor the performance of external consultants as required.
5. Maintain records of expenditure, both certified and committed, against the various electrical programme budgets and provide the Seniors with accurate control information on progress and expenditure.
6. Advise about electrical design, carbon-reduction energy initiatives, works, estimate and prepare feasibility studiers as required and provide all information necessary to enable decisions to be made concerning the procurements of electrical work and professional services.
7. Investigate complaints concerning electrical maintenance, including those raised by elected member’s enquiries and take action where applicable.
8. Ensure compliance by Contractors and relevant Council staff with the Council’s Health and Safety policies, the IEE Regulations, PUWER Regulations, LOLER Regulations, the Gas Installations and Use Regulations, HSE Control of Legionnaire’s Disease code of practice, the Control of Substances Hazardous to Health Regulations, the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015 the Control of Asbestos Regulations, the Equalities Act, the Construction Act, the Building Regulations and all other relevant legislation and good practice guidance.
9. Manage and administer projects in accordance with the teams’ Project Procedures, Council’s Standing Orders and Financial Regulations.
10. Deputise for the Seniors at meetings as required.
11. To be responsible for the implementation of and adhere to the provisions of legislation relating to Health & Safety of such employees and areas of the workplace as fall under direct control of the postholder and for complying with legislation relating to works and contracts as are within the direct responsibility of the postholder.
12. Ensure that the proper supervision and training where necessary that employees adhere to the work and safety policies of Brighton and Hove Council.
13. The post holder must be prepared to implement the Council’s Equalities policy at a level appropriate to the job and must at all times carry out duties with due regard to the Council’s Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

**BRIGHTON & HOVE CITY COUNCIL**

PERSON SPECIFICATION

**JOB TITLE: Building Services Engineer (Electrical)**

**GRADE: M11**

**DEPARTMENT: Economy, Environment & Culture Directorate**

**SECTION: Property and Design**

ESSENTIAL CRITERIA

**Job Related Education, Qualifications & Knowledge**

* Knowledge of electrical design, AutoCAD, contract management, building construction, standard forms of contract, service procurement, tendering procedures, contract administration and robust contractor monitoring.
* Knowledge of all Construction, Electrical and Health and Safety related Legislation and up-to-date working knowledge of the latest edition of BS7671 /IET Wiring Regulations.
* Robust knowledge of Construction Health & Safety legislation in fulfilling the role of Principal Designer under the CDM Regulations.
* Knowledge of electrical carbon reduction energy systems. e.g solar PV, battery storage systems, etc.
* An understanding of the work of other parties and the ability to relate to clients, private and public bodies and to act as part of a corporate group.
* Ideally an HNC or ONC in an electrical building services discipline with relevant experience in providing an in-house, cost effective electrical design service within a multi-disciplinary team.
* Ideally qualified / working towards qualification as an Electrical Engineer by examination of the Institution of Engineering and Technology or similar approved, with relevant experience. Level of qualification, breadth of experience and stage reached in studying will be factors that dictate which point on the salary scale will be appropriate.

**Experience**

* Experience in delivering quality, cost effective electrical design services, delivering planned maintenance projects as a Principal Designer and Contract Administrator as part of a team with a strong customer focus to meet the needs of service users.
* Experience of designing out risk from projects and robust contractor monitoring.
* Extensive technical diagnostic experience of electrical installations, electrical system design, carbon reducing technology, preparing AutoCAD drawings, specification writing, preparing full contract documentation and procurement processes.

**Skills/Abilities**

* The ability to work corporately in accordance with strategic priorities and within budget provisions.
* Well developed negotiation skills and proven ability to communicate effectively with tact and diplomacy, verbally and in writing with a wide range of people.
* Excellent prioritisation, organisational, negotiation, problem solving and presentation skills. Proficient with AutoCAD, computer aided design packages, spreadsheets and word processing.
* Ability to survey, measure off drawings and accurately produce feasibility studies and project briefs together with financial and commercial awareness in field of contracting and control of budgets.
* Ability to work effectively under pressure, meet targets and deadlines.
* Ability to use expert technical diagnostic experience, skill and judgement to identify faults, arrange remedial works, solve problems and make decisions.
* Ability to foster good relationships with staff to other disciplines, central and other Local authorities, Councillors and the public.

**Equalities**

* To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy.