**Role Specification**

Section 1 – Job Description

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| 1.1 | Job Details | |
| Job Title | | **Gas & Heating Engineer – BSF Schools** |
| Staff Category | | Management Team |
| Car Band (if applicable) | | N/A |
| Business Unit/Division | | Healthcare & Education |
| Location | | United Kingdom |
| Responsible to | | Lifecycle and Projects Manager |
| Responsible for | | Managing the Gas, Plumbing, Mechanical performance on school sites in line with contract specification. |

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| 1.2 | Overall, Purpose of the Role |
| To deliver a gas, plumbing, mechanical integrated service to the contract and to deliver continuous service and cost improvements through identification, promotion and implementation innovative systems, processes, procedure, and products. | |

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| 1.3 | Main Duties & Responsibilities of the Role |
|  | **Reactive Works & Monthly Preventative Maintenance:**   * Fix and maintain plant and equipment on site in line with SFG20 recommendations * Undertake reactive maintenance activities within the prescribed timescale (as detailed by the CAFM work order) to ensure the rectification times are met, whether temporary or permanent rectification. * Whilst carrying out the PPM activities, provide updates to the CAFM team in relation to the condition for each asset in order to inform the forward maintenance budget but also assist any lifecycle decisions which need to be taken to specific assets across the sites. * Maintain and monitor agreed quality systems, ensuring preventative and remedial actions are taken where necessary as laid down in the contract specification. * Act as Appointed Person with the necessary training undertaken * Provide reports for our client representative and OCS management teams on all aspects of service delivery with regards to the mechanical, plumbing and gas performance of the Hard FM stream. |
|  | **Large Commercial Boilers:**   * Installation, servicing, and repair of large commercial boilers, ensuring they operate efficiently and safely. * Diagnosing and resolving issues with complex boiler systems. |
|  | **Forced Draught Burners:**   * Maintaining and troubleshooting forced draught burners, ensuring optimal performance and adherence to safety standards. |
|  | **Science Laboratories:**   * Maintenance and servicing of Bunsen burners, including gas taps and pipework. * Ensuring gas supply systems in labs meet safety regulations. * Performing gas tightness checks in laboratory areas. |
|  | **Food Technology Areas:**   * Servicing and maintaining commercial gas appliances, such as ovens, hobs, and extraction systems. * Ensuring proper ventilation and compliance with gas safety standards. |
|  | **Commercial Tightness Testing:**   * Conducting tightness testing of gas systems to detect leaks and ensure system integrity. * Carrying out purging of gas pipelines as necessary. |
|  | **Compliance and Safety:**   * Familiarity with regulations like the Gas Safety (Installation and Use) Regulations. * Conducting risk assessments and ensuring systems meet regulations. * Providing certification and documentation of compliance after work completion. * Undertake and take responsibility for the Permit to Work system on site with regards to specialist contractors required under the Hard FM service stream. |
|  | **General Gas Engineering Skills:**   * Installation, servicing, and repair of commercial gas systems. * Problem-solving and diagnosing faults in gas systems or appliances. * Excellent communication skills to liaise with school staff and ensure minimal disruption. |
|  | **Building Management System (BMS) Experience:**   * Integrating and maintaining gas systems within Building Management Systems (BMS) to ensure efficient control and monitoring. * Diagnosing faults in BMS that affect gas appliances or heating systems. * Adjusting BMS settings to optimise the performance of gas systems in schools. |

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| 1.4 | Scope of the Role | |
| 1.4.a | Geographic area of responsibility: | BSF Schools |

**Role Specification** *(continued)*

Section 2 – Person Specification

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| 2.1 | Educational Level |
| Commercial Gas Ticket   * TPCP1A * TPCP1 * ICPN1 * CORT1 * COCN1 (OR CODNCO1) * CDGA1 * CCP1   Relevant commercial catering tickets to work in food technology areas.  Domestic Gas Ticket   * CCN1 * CKR1 * CPA1   To have 2 – 5 years plumbing, mechanical and gas experience in Education/Commercial environment  Appointed Person LV desirable or willing to work towards. | |

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| 2.2 | Professional Qualifications |
| * NEBOSH/IOSH Certificate would be desirable however training will be given. * Certification of Legionella Legislation / Responsible person. * Membership, appropriate trade qualifications and recognition. * IT Literate, MS Office/competent in the use of Excel, Power point. | |

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| 2.3 | Experience |
| * Proven background in delivering a range of Maintenance (Plumbing, Gas & Heating) Services would be a pre-requisite. * Experience of working in an Education environment * Ability to interpret contract documentation. * Ability to translate formal documentation into working specifications. * Demonstrable track record of excellent client relationship management and customer-facing/partnering skills. | |

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| 2.4 | Personal Characteristics/Attributes |
| * Demonstrate a responsive “can-do” attitude to the client, and end users. * Team player, high visibility with integrity and strong ethical values. * Focused and Performance Driven. * An autonomous self-starter and well disciplined. * An analytical approach to problem solving and decision making. * Ability to prioritise and manage workload in a front line, sometimes reactive environment. * Willingness to develop long term relationships with our clients and other stakeholders. | |

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| 2.5 | Core Skills | Rating (\*) | Assessment Tool |
| 2.5.a | Focusing on the Customer | 5 |  |
| 2.5.b | Achieving Results | 5 |  |
| 2.5.c | Problem Solving | 4 |  |
| 2.5.d | Team Working | 5 |  |
| 2.5.e | Communicating & Influencing | 5 |  |
| 2.5.f | Developing People | 4 |  |

*(\*) Ratings from 1 to 5. Where “1” indicates that the core skill is not relevant to the role and “5” indicates a core skill which is fundamental to the role*

**Role Specification** *(continued)*

Section 2 – Person Specification

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| 2.6 | Other Details |
| You will be required to adopt a flexible approach to working hours as and when required in the full performance of duties, including being on-call as and when required to respond to the client out of normal working hours.  You will be required to attend internal and external courses, which may require overnight stay.  Attend Managers meeting, that may require overnight stay. | |

**Role Specification** *(continued)*

Section 3 – Acceptance

## REVISIONS:

## The Company reserves the right to alter these responsibilities and you will be advised of any change through the normal method of communications.

***AGREEMENT:***

I confirm that I have read and agreed with the responsibilities specified within Section 1: Description of the role.

*Signature Date*

*(Individual Job Holder)*

*Signature Date*

*(Line Manager)*

*Signature Date*

*(Divisional / Group HR Director)*