

## ADVERT

### **Multi-Skilled Maintenance Engineer (Plumbing/mechanical bias)**

#### **Full – Time, Permanent**

National Botanic Garden of Wales

This is an exciting and challenging opportunity to contribute as an important member of a lively and highly motivated team, working to promote the profile and achievements of one of the most iconic destinations in Wales. The National Botanic Garden of Wales is making a real difference to conservation, education, sustainability, and the enjoyment of the visitor. Find out more by exploring our web site <http://www.gardenofwales.org.uk/>.

You are most likely already to have an excellent track record providing detailed maintenance duties and acting as a Plumbing/Maintenance Engineer. Reporting to the Senior Maintenance Engineer to ensure all requirements are undertaken to the desired standards; working on your own initiative and in conjunction with other departments, to ensure the safe and smooth running of the day to day business of the Garden. Overall aptitude and attitude for the role is critical, so there is the potential for an individual with the right potential to increase their proficiency and grow into the role if they are personally committed to additional training.

#### **OUTLINE DETAILS OF APPOINTMENT**

Starting from the soonest date which can be arranged, this is a permanent, full-time role. The salary is **£18000.00** per annum with a view to starting in January 2018

You are invited to explore the Garden website to learn more about us.

Informal enquiries are welcome and should be directed initially to –

Huw Davies - **Head of Operations and Facilities.**

By phone on – 01558 667109

By email - [huw.davies@gardenofwales.org.uk](mailto:huw.davies@gardenofwales.org.uk)

Robert Thomas – **Senior Maintenance Engineer.**

By phone on – 01558 667171

**Applications, as electronic copy in the form of a cover letter and CV clearly showing how you meet the criteria should be sent along with details of two referees, to Charlotte Lumby – [Charlotte.Lumby@gardenofwales.org.uk](mailto:Charlotte.Lumby@gardenofwales.org.uk) by 05 Jan 2018.**

**Should you require this document translated into Welsh please advise us.**



## NATIONAL BOTANIC GARDEN OF WALES

### Job Description

Post Title	Multi-Skilled Maintenance Engineer (Plumbing/mechanical bias)
Department	Operations and Facilities
Reports to	Senior Maintenance Engineer/Supervisor
Responsible for	None
Post reference	

#### Outline purpose of the role.

This is an important role in the Operations and Facilities team. It provides professional and technical support assisting delivery of the Garden's technical services across the large site including planned and reactive maintenance in accordance with statutory regulation and compliance requirements.

A primary function of the role is to ensure a well maintained, safe, and cost-effective environment for staff and visitors alike, specifically in regard to the mechanical infrastructure. The role must also be flexible assisting with responsibilities and skills across the maintenance team as and when required, as well as building excellent relationships inside and beyond the organisation always aiming to promote the Garden's reputation and ethos.

#### **A. General Responsibilities**

1. To undertake planned preventative maintenance, compliance monitoring and emergency work on the mechanical systems at the Garden.
2. Completing specific service /maintenance tasks under the guidance of the Senior Maintenance Engineer/Supervisor. This will include practical tasks, as well as record keeping, and reporting.
3. Inspecting mechanical systems, equipment and components to identify hazards, defects and the need for adjustment or repair and to ensure compliance with the relevant codes of practice.

4. The skill and knowledge to work on commercial heating systems, air handling units, gas and oil boilers, biomass boilers, clean and foul water pumping systems and rain water harvesting equipment.
5. A good understanding of the relevant Health and Safety regulations, with the ability to carry out dynamic risk assessments.
6. Assisting the senior Maintenance Engineer /Supervisor in the operation and management of the Garden's Building Management System (BMS) and the Garden's climate control System.
7. Carrying out essential maintenance and Preventative Planned Maintenance (PPM) works as and when required.
8. Assisting in the development of PPM programmes and asset replacement programmes.
9. Providing technical knowledge and experience in premises and services maintenance practices and processes including, but not limited to, compliance with Statutory and Mandatory Regulations.
10. Diagnosing malfunctioning systems and components and 'trouble shooting', using test equipment and hand tools to locate the cause of a breakdown and correct any problems.
11. Taking responsibility for reading and following schematic /circuit diagrams and referring to panel/control distribution boards through to identifying component faults.
12. Proactive and positive in identifying opportunities for improving maintenance processes and cost-effectiveness.
13. As directed researching specifications for goods and services to assist the Head of Facilities and raising purchase orders for authorisation as required.
14. Establishing and maintaining good working partnerships with the external contractors, suppliers, and consultants as well as with other Departments across the Garden.
15. Communicating effectively and courteously to colleagues, the public, and clients verbally through email or other means as appropriate.
16. Reporting routinely or as required to the Senior Maintenance Engineer/Head of Facilities as well as ensuring other team members or Garden staff are kept informed of work done, tasks in progress, and works completed.
17. At all times working safely, and ensuring compliance with the Garden's Health and Safety Policy and high standards of good professional practice.

**B. Other General Duties.**

1. Contribute, as a member of the Garden Maintenance team, to any activities or duties that support and promote the Department, and help in its smooth day-to-day running and its overall success.
2. Contributing as a member of the Duty Maintenance and caretaking/lock-up-rotas as required to cover weekends, bank holidays, and out-of-hours events.

3. There will be times where assistance to other Departments may be required that are not entirely mechanically related so flexibility in the role is paramount.

4. Any other duties as directed by the Senior Maintenance Engineer/ Supervisor, the Operations and Facilities Manager or the Garden Director.

This job description sets out the duties of this post as of 9<sup>th</sup> of August 2017. It may be necessary for these duties to be varied from time to time.

Criteria and Evidence Expected		Method of Assessment		
		Paper Application	Interview	Occupational Assessment
Education/Qualifications Knowledge/Experience Competencies/Abilities				
<b>Essential Criteria</b>				
1	Educated to <b>any</b> of the following City and Guilds qualifications;  NVQ 3 Mechanical Engineer Level 3 NVQ Diploma in Domestic Plumbing and Heating Level 3 NVQ Diploma in Domestic Plumbing and Heating (Gas Fired Water and Central Heating Appliances)	√	√	
2	Minimum of five years experience as a mechanical maintenance engineer or similar mechanical installation experience.	√	√	
3	A reasonable standard of computer literacy and competence in Microsoft Office programmes including email, Word and Excel.	√		
4	Good oral, written, and interpersonal communication skills, including the ability to deal with experts and non-experts at all levels across the organisation.	√	√	
5	Evidence of a good understanding and experience of working in compliance with relevant Health and Safety Issues.	√	√	
6	Demonstrate technical knowledge and capability in maintenance work including: <ul style="list-style-type: none"> <li>• Building services (Primarily Mechanical)</li> <li>• Planned and reactive Maintenance</li> <li>• Contractor supervision</li> </ul>	√		
7	Demonstrate an organised and methodical approach to work including forward planning.	√	√	
8	Ability to follow instructions and to work under own initiative as well as evidence of being an effective team player with a “can-do” attitude.	√	√	
9	Be in possession of a valid full UK Driving Licence.	√		
10	Willingness and ability to work flexibly in relation to rota working times/days, ensuring team cover across weekends, bank holiday etc.	√	√	
<b>Desirable Criteria</b>				
11	Gas Safe or OFTEC registered.	√		

12	Evidence of allied trade skills competence e.g. electrical and construction.		√	
13	IOSH/NEBOSH or similar Health and Safety Certificate.	√		
14	Fluency in written and spoken Welsh.	√	√	√
15	Experiences of working in a tourist attraction or other similar environment open to the public.	√	√	
16	A good basic understanding of vehicle, plant and machinery maintenance and repair.	√	√	
17	Welding-Repairs, making brackets, pipe work.	√	√	