

Service Engineer – West Midlands

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Monday – Friday 9:00am – 5:00pm
Department:	Estates
Location:	LCP House, Pensnett Trading Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose:

To act as Services Engineer within a team in the Estates Department based at Pensnett.

Key Responsibilities:

- Provide hard services related disciplines (mechanical or gas bias with electrical knowledge) as part of an in-house services team, set within a larger Estates Department that covers Buildings, Services, CAD technicians and support staff.
- Work with Asset Managers, Property Managers, Surveyors and Solicitors to consider and deliver a range of works including advice on situations arising, defect diagnosis and fault repair, inspections and reports, project works and schemes, oversight of tenants' proposals, etc.
- Undertake feasibilities reporting in various formats to give information leading to a decision on the scope of works.
- Deal with and control Pre and Post Design and Contract Administration.
- Liaise with competent Contractors and Suppliers and fully engage with CDM Regulations. Act as Principal Designer under guidance on routine or repeat works.
- Support Project Surveyors on larger schemes where services play a part.
- Able to collate workload and list works, update and provide information to allow regular business reporting by the Head of Department.

Person Specification:

- Able to confidently communicate and be understood by others.
- Excellent time keeping and attendance essential.
- An understanding of Services disciplines, whether qualified or not.
- To confidently manage electrical biased and broader services work.
- Health, Safety & Compliance management & delivery.
- Excellent problem solving & analysis skills.
- Experience in developing briefs and scopes of work both feasibility and tender through to site and completion.
- Conversant with MS style software and computer resources.
- Full clean driving licence.

Qualifications / Training / Experience:

- Substantial knowledge of procuring mechanical / electrical installations across all types of property.
- An awareness of innovation and new products i.e. solar lighting, digital metering, and solar farming.
- General understanding of DNO systems and service metering applications.
- General understanding of how to undertake or manage mechanical projects/contractors.
- GCSE Grade C or above in English and Math's (or equivalent).
- Proficient in the use of Microsoft packages to include Excel, Word, Outlook.
- Horizon database & Sharepoint experience preferred but not essential.
- Relevant industry experience.
- NEBOSH / IOSH preferred but not essential (training will be arranged).
- CDM awareness desired (training can be arranged).
- Prepared to undertake further training if necessary for the job development.