

JOB DESCRIPTION

Position Title	BMS / HVAC engineer	Department	Technical Services
Generic Job Title	Maintenance Technician	Segment	Healthcare
Team Band	Banded role	Location	Wythenshawe
Reports to	Operations manager technical	Office / Unit name	Wythenshawe Maintenance

ORGANISATION STRUCTURE



Job Purpose

- Provide a reliable and responsive maintenance service to the Wythenshawe and Buccleuch lodge hospital sites by providing support to the mechanical supervisor/team in ensuring efficient operation, maintenance, diagnosis and fault rectification of the BeMS / HVAC and engineering systems including but not limited to boiler controls, air handling plant, local control panels, chillers, heating and DHW systems.

Accountabilities or “what you have to do”

- Agree the objectives for the effective running of the BeMS / HVAC Systems and control whilst liaising with the Mechanical Supervisor.
- Managing the day to day work load of the HVAC dockets and ensuring all KPI's are met.
- Check the BeMS / HVAC / HVAC systems on a regular basis to ensure and confirm that the site engineering systems are operating to agreed settings and efficiently. Complete a logbook recording times of system checks and relevant observations/faults.
- Keep the Sodexo operations manager / Mechanical Supervisor informed of all major and potential major problems as indicated by the BeMS / HVAC / HVAC systems.
- Will have day to day responsibility for responding to issued dockets and for correctly completing such dockets prior to hand in (either by hand or electronic device).

- Change BMS settings where appropriate to ensure that designed environmental conditions are maintained within the hospital facilities, whilst liaising with the Sodexo operations manager / Mechanical Supervisor. Where changes are made to overcome short term problems; ensure the BeMS / HVAC / HVAC system is returned to original settings.
- Will be required to work on all newly installed building services systems and undertake training on new techniques and legislation as required and pass on knowledge to other engineers within the team.
- Change BeMS / HVAC settings as instructed by the Trust Estates department or Sodexo operations manager / Mechanical Supervisor and record all changes.
- Set up, monitor, record and produce trend analysis log reports as necessary including BeMS / HVAC / HVAC meter readings as instructed by the Sodexo operations manager / Mechanical Supervisor (subject to training).
- React to all reactive engineering maintenance problems including alarms and ensure swift resolution.
- Provide effective technical, diagnostic and fault-finding support and solutions, whilst informing the Sodexo operations manager / Mechanical Supervisor.
- Inform and update the Helpdesk of all situations that will affect the facility users.
- Participate in an On-Call roster for associated trade groups for the Wythenshawe and Buccleuch lodge hospitals, and other sites that may form part of the company's contractual responsibilities on the Wythenshawe and Buccleuch lodge PFI contract.
- Provide assistance to the Sodexo operations manager / Mechanical Supervisor. Whilst Projects are undertaken for small Sodexo schemes/projects as required including producing specifications, obtaining quotations, materials and raising orders.
- Provide adequate cover for the Sodexo operations manager / Mechanical Supervisor. during times of annual leave or sickness.
- Will be required to work alone or as part of the Sodexo Mechanical engineering team.
- May be required to drive the company vehicle from time to time as directed by the Sodexo operations manager / Mechanical Supervisor
- Provide assistance to the Sodexo operations manager / Mechanical Supervisor when reviewing contract documentation including Operating and Maintenance Manuals to identify maintenance activities.
- Attend meetings together with the Sodexo operations manager / Mechanical Supervisor as necessary.
- Provide assistance to the Sodexo operations manager / Mechanical Supervisor when they are setting up and maintaining a planned maintenance programme for all statutory insurance inspections.
- To undertake installation and repair work as required acting as either an Authorised Person (subject to specific specialist training & authorisation) or Competent Person for any of the following disciplines: -
 - Confined Spaces / Boilers and Pressure Vessels / LV Electrical Systems / Ventilation Systems or Work at Height.
- Provide assistance to the Sodexo operations manager / Mechanical Supervisor for a reliable and responsive maintenance service for either reactive or PPM of a Statutory or Non-Statutory nature in accordance with all relevant Codes of Practice, Statutory and Legislative Regulations and the Trusts Policies and Procedures including HTMs and HBNs etc.
- Ensure all work is undertaken safely and in accordance with Safe Systems of Work.

- Ensure that all safety measures and procedures are carried out as laid down in Health and Safety at Work Act 1974.
- Provide assistance to the Sodexo operations manager / Mechanical Supervisor when they produce and maintain records of risk assessments for tasks undertaken.
- Help the Sodexo operations manager / Mechanical Supervisor to produce and maintain records of Safety Programmes and Permits to Work for tasks undertaken following authorised person training.
- To undertake all additional duties and responsibilities as instructed by senior management and may be required on other Sodexo contracts as directed by his manager.
- Assist the Trust in reducing healthcare associated infections by being familiar with the Trust's Hand Decontamination Policy, attend mandatory induction training and be compliant with all hand hygiene standards at all times.

Signed: _____

Dated: _____

Version	2.0	Date	January 2025
Document owner	Technical Services		