

# Job Description: Mobile HVAC Engineer

|                                                |                                                                |
|------------------------------------------------|----------------------------------------------------------------|
| Function:                                      | Corporate Services                                             |
| Job:                                           | Specialist Mobile HVAC Engineer                                |
| Position:                                      | Mobile HVAC Engineer                                           |
| Job holder:                                    | Vacancy                                                        |
| Date (in job since):                           | N/A                                                            |
| Immediate manager<br>(N+1 Job title and name): | Lisa McBeath – Facilities Manager                              |
| Additional reporting line to:                  | Simon Proctor – Group Contract Manager                         |
| Multi-Site                                     | Reading, Ipswich, Newbury, Greenwich, Paddington and Cambridge |

### 1. Purpose of the Job – State concisely the aim of the job.

The role of the Specialist HVAC Engineer is to provide key aspects of technical HVAC support in the following areas:

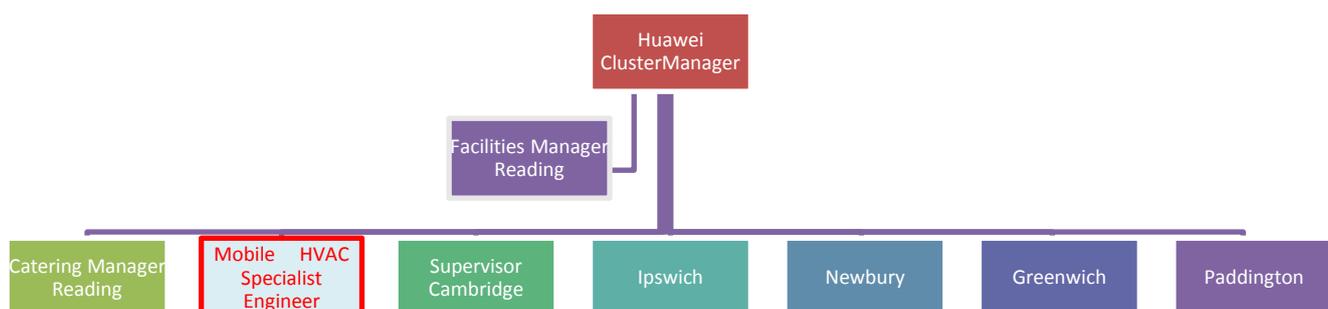
- Maintenance and Associated Conversion Cost
- Equipment Availability and Product Output
- Continuous Improvements
- Customer Service
- People & Asset Development

This will be achieved through the application of technical aptitude, engineering tools, systematic processes and maintenance best practice.

### 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

|                  |                                                                                                                                                                           |                    |                 |     |                             |     |                  |     |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|-----|-----------------------------|-----|------------------|-----|
| Revenue<br>FY17: | n/a                                                                                                                                                                       | EBIT growth:       | Growth<br>type: | n/a | Outsourcing<br>rate:        | n/a | Region Workforce | n/a |
|                  |                                                                                                                                                                           | EBIT margin:       |                 |     | Outsourcing<br>growth rate: | n/a | HR in Region     | n/a |
|                  |                                                                                                                                                                           | Net income growth: |                 |     |                             |     |                  |     |
|                  |                                                                                                                                                                           | n/a                |                 |     |                             |     |                  |     |
|                  |                                                                                                                                                                           | Cash conversion:   |                 |     |                             |     |                  |     |
| Characteristics  | <ul style="list-style-type: none"> <li>▪ Delivering Planned and Reactive Services across 6 client sites with the main site being located in Reading, Berkshire</li> </ul> |                    |                 |     |                             |     |                  |     |

### 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To assist and manage specific best practice Heating, Ventilation and Air Conditioning engineering related activities in line with IFM service delivery
- Assist with site asset management strategy and delivery of asset maintenance improvements, ensuring effective asset lifecycle management for buildings, facilities and equipment for a given area with respect to Energy and process best practice
- To propose and engage in engineering solutions and implement these in accordance with the strategy, both optimising BAU/improvements so to deliver excellence and targeted conversion cost
- To coach and develop the onsite engineering team (where applicable) to maintain and manage the HVAC systems driving continuous improvements
- The role holder will assist with compliance for all relevant statutory and regulatory obligations, ensuring competence and performance of internal and external resources and maintain assurance of compliance for their assets

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Support and deliver Planned and Reactive Maintenance Tasks and repairs across 6 client sites, the main location being Reading in Berkshire the remaining sites in Ipswich, Newbury, Greenwich, Paddington and Cambridge with a full working knowledge of the areas and buildings within the client sites.
- Responsible for supporting, assisting and working within teams to deliver initiatives in line with the Sodexo vision and associated strategy
- Support the complex working environments for the service delivery of LEV systems when required to do so.
- Supports Site energy saving initiatives.
- Hands on task management of work, overseeing of work activities for HVAC systems opportunities
- Contribute to the development & implementation of capital investment programme
- Assist with evaluation, monitoring & identifying equipment availability
- Assist in compliance with all engineering documentation systems
- Management /coordination of engineering change controls and actions to completion
- Provide guidance and advice for engineering risk management
- Assist with regulatory inspection readiness, audit support and delivery specific regards to ISO and SFG20 standards
- Continuous Improvement, KPI management and sustainable life cycle management
- Support development, strategy and actively contributes to engineering improvements
- Management of several different projects/tasks/activities simultaneously.
- To regularly exchange complex information, mostly guiding and advising others, who may not have technical and/or engineering experience/understanding, within own team and the team(s) that they support.
- To be proactive in responding to others requirements, seeking information from other areas of the business as necessary
- Influences and persuades customers so to deliver the best business solutions understanding business risk and impact and managing expectations.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- General engineering KPI's green or associated action plans for any ambers / reds. No reds 2 months in succession.
- Client and Customer satisfaction scores
- Engineering reliability improvements recognised and improvement plan delivered
- Internal compliance standards met and adhered
- Delivery of technical support within regulatory, statutory compliance / legislation requirements
- Successful delivery of project representation - Demonstrable improvements in the HVAC systems across the client group (system uptime, performance, energy consumption etc.)

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

The role holder should possess and apply a sound understanding of the principles and concepts of Building Service engineering, gained through similar appointments in delivery of maintenance tasks, technical support or construction/commissioning tasks.

**Essential / Preferred:**

- Previous engineering training together with adequate experience
- Together with quantifiable training and/or experience/qualifications in either:
  - HVAC (air-conditioning, which may include split unit maintenance, Plumbing, Building fabric maintenance)

**Be willing to:**

- Under take all necessary training to develop multi skills as required
- Assist any other trade as and when required
- Provide additional support over and above any hours already worked within a working day to assist colleagues and ensure any threat to site security/operation is minimised (e.g. a flood occurs at the end of shift, but the team remain on site to clear etc.)
- Use own initiative to carry out work safely and effectively under own initiative without constant close supervision
- Work within Safe Systems of Work
- Be part of a helpful, pro-active building and facilities team that will responsibly communicate with members of the client and own team
- Have good attention to detail
- Carry out all reasonable tasks as directed by management in order to meet the operational requirements of the business

**Further requirements:**

- The role holder will have extensive knowledge of technical processes, specifically Air handling, Refrigeration, F Gas LEV and asset regimes
- An appreciation of risk management and HSE, the methods employed to manage risks, hazards and controls.
- The role holder will have a sound grasp of all the services delivered by IFM and will understand their impact on their customers
- Good understanding of HASAWA and current engineering legislation
- Knowledge of BMS and PC systems
- Risk management
- Technical and /or maintenance management - Engineering services: HVAC, Electrical, and Mechanical

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Growth, Client and Customer Satisfaction/ Quality of Services Provided
- Rigorous Management of Results
- Commercial Awareness
- Learning and Development
- Innovation and Change
- Resilience
- Planning and Organisation
- Must have a full UK Driving licence

Desirable

- NEBOSH Qualified
- Have held an Authorised Person (Trade Discipline Specific)
- Management of Legionella, Water Quality Management

**9. Management Approval** – To be completed by document owner

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|----------------|--|------|--|
| Version        |  | Date |  |
| Document Owner |  |      |  |