

# JOB DESCRIPTION



<b>Role title:</b>	Mechanical and Electrical Compliance Manager
<b>Grade and salary:</b>	Grade K – Salary £35,307 - £42,597
<b>Hours:</b>	37 hours per week
<b>Department or Division:</b>	Horsefair House, Alfreton
<b>Location:</b>	Force Headquarters
<b>Post reports to:</b>	Property Maintenance Manager
<b>Suitable for job share or part-time:</b>	No
<b>Other considerations:</b>	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>You will be required to travel throughout the County and therefore Essential Car User Allowance is payable.</p> <p>You will be required to provide emergency call out cover under the current scheme.</p> <p>Due to vetting requirements, you must have 5 years continuous UK residency at the point of application, to be eligible to apply.</p>
<b>Date last reviewed:</b>	July 2022

## PURPOSE AND DESCRIPTION OF JOB ROLE:

As the Mechanical and Electrical Compliance Manager, you will be accountable for delivering rigorous and effective oversight of all mechanical and electrical engineering installations and infrastructure.

In addition to providing compliance support and advice you will be responsible for developing and delivering action plans, supporting compliance projects which form part of the Operational Strategy Plan for Compliance.

Key responsibilities include providing compliance management and advice to support the business unit daily and lead in all matters relating to Risk. To advise on and ensure that all relevant maintenance contracts are current, effective, and responsive to minimise the disruption to service delivery.

As part of the Assets Team, you will ensure that the Fire, Force and LLP electrical and mechanical systems operate efficiently to legislative and best practice standards and allow the organisations to maintain a service to the people of Derbyshire.

Under the direction of the Property Maintenance Manager and Senior Surveyors, you will also provide input into design requirements and supervise electrical and mechanical aspects of building and maintenance projects covering refurbishment of offices, introduction of new systems and installations to new build stations.

## **SPECIFIC ROLES AND RESPONSIBILITIES:**

To document all electrical and mechanical systems and installations on the Fire, Force and LLP Estates and support the Assets Team to ensure that regular condition surveys and inspections are undertaken to assess backlog maintenance, priorities, and budget cost. Produce accurate reports to support management, maintenance, and development projects.

Assets are responsible for ensuring that all Fire, Force and LLP's buildings are maintained in a state that is fit for purpose and the Compliance Manager/Engineer (M&E) will support the Assets Team to ensure that all electrical, mechanical installations, ventilation systems etc. operate to regulatory standards and within manufactures guidelines.

Manage all electrical aspects of building projects covering refurbishment of offices, introduction of new systems to new build situations.

Take accountability for delivering rigorous and effective oversight.

To ensure key operational and regulatory risks are understood and an appropriate framework is maintained to manage and control them.

Responsible for the coordination of mechanical and electrical compliance and implementation of remedial action plans, working with framework contractors in the delivery of testing and remediation.

Have the required knowledge to ensure that the Force fully comply with the "Electricity at Work Regulations 1989".

Co-ordinate all mechanical and electrical planned preventative maintenance, reactive and minor works with works with other Assets and force employees.

Project manage mechanical and electrical aspects of projects in accordance with departmental project management procedures.

Take the lead for Assets on all aspects of the installation and maintenance of the following areas of legislative work:

- Fire Alarms and extinguishers
- Intruder alarm systems
- CCTV systems
- Door Access systems
- Traffic barrier and control systems
- UPS systems
- Boilers, plant room and Biomass Systems
- Ventilation and Air Conditioning Systems
- Pumps, circulation and pressure vessels
- Domestic systems

- Renewable technologies

Awarding, controlling and monitoring mechanical and electrical contracts to ensure all statutory requirements are met.

Undertake and review the utility requirements for the whole of the Force portfolio.

Provide technical support on all mechanical and electrical design and reactive repair issues when and where required.

Ensure Quality Assurance and Health & Safety procedures are always adhered to.

Maintain all necessary records in accordance with good practice for managing property schemes and assets.

Provide regular updates on progress with building schemes in accordance with the monitoring requirements set out by the Head of Assets.

Liaison with Divisions at all levels and supervision of external contractors, service engineers, commissioning engineers and suppliers as needs arise.

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## **SKILLS AND EXPERIENCE REQUIRED:**

### **Essential:**

- To hold a relevant HNC qualification.
- Proven experience of working in a busy building focused Estates team.
- Full membership of IEEE (or equivalent) with participation in a CPD programme
- Preparation of technical reports and specifications
- Experience of overseeing electrical engineering work
- Ability to work on own initiative or as part of a team
- Excellent work planning and organisational skills
- Ability to communicate effectively at all levels
- Flexible approach to the working conditions and environment
- Develop appropriate plans, prepare and secure necessary resources, effectively control project progress and ensure satisfactory completion of all work in a timely, safe manner
- Proven experience in working with internal and external customers at all organisational levels

### **Desirable:**

- Membership of CIBSE with participation in a CPD programme
- Knowledge of Asset Management Software
- Experience of Microsoft Office or equivalent
- Experience of overseeing mechanical and electrical engineering work

- Preparation of technical briefing papers and can give effective presentations on technical issues
- Knowledge of AutoCAD Cymap and Hevacomp software
- Knowledge of relevant legislation, e.g., Health & Safety, CDM

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## PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem solving and innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating and influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational and technical awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.