**LISBURN & CASTLEREAGH CITY COUNCIL**

**JOB DESCRIPTION**

**Job Reference:** JF3972

| | |
|---|---|
| **JOB TITLE:** | Assistant Plant Engineer |
| **DEPARTMENT:** | Leisure & Community Wellbeing |
| **UNIT:** | Sports Services |
| **REPORTS TO:** | Plant Supervisor |
| **SALARY:** | Scale 4, NJC Spinal Column Points 9- 13 |
| **DURATION:** | Fixed Term 18 months |
| **LOCATION:** | Dundonald International Ice Bowl |
| **HOURS OF WORK:** | 37 |

## KEY PURPOSE OF THE JOB:

As a member of the Plant Maintenance Team, the post holder will be required under the direction of the Plant Supervisor and supervision of the Plant Engineer to carry out maintenance tasks to ensure the efficient operation of mechanical and electrical services, together with the maintenance of fabric, fixture and fittings at the Dundonald International Ice Bowl and outlying facilities.

The post holder will assume other delegated duties appropriate to the post reasonably assigned by management.

**KEY DUTIES AND RESPONSIBILITIES**

1. Carry out daily checks of plant rooms and public facilities and updating records to ensure all systems are in good working condition and operating satisfactorily.

2. Service and maintain all relevant areas including the ice rink/plant, bowling and Indiana-land. Carry out routine service, calibration, fault diagnosis and repairs and daily safety checks.

3. Carry out the requirements of the planned maintenance programme. In addition to planned maintenance, carry out reactive repairs in areas of chilled water, ventilation, electrical and mechanical systems.

4. Where directed, assist in the monitoring of work and conduct of all casual maintenance staff, contractors and others whilst in the complex to ensure they conform to current Health & Safety Regulations concerning safe working practices.

5. Assist in carrying out minor installation works and assist with stock control including receipt of stock and associated paperwork.

6. To carry out duties as part of a multi-disciplined team, have a flexible approach to their working arrangements and to undertake such other relevant duties as may from time to time be required.

7. Ensure all Health & Safety legislation, published relevant guidelines and Council Health & Safety policies and procedures are complied with in relation to the services and activities within the facility.

Note:

The post holder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

**Person Specification - Assistant Plant Engineer**

| | **Essential Criteria** | **Method of Assessment** |
|---|---|---|
| **Qualifications & Experience** | It is essential that applicants have a minimum of:<br><br>**QUALIFICATIONS**<br><br>1.1 – Either four GCSEs at grades A-C, a City and Guilds Level 2, an NVQ Level 2, or other equivalent relevant qualification in a mechanical, electrical or plumbing discipline<br><br>**EXPERIENCE**<br><br>1.2 – A minimum of one years' employment experience in the maintenance of mechanical, electrical service installation, plant and equipment. (This must be post apprenticeship experience for those candidates who served apprenticeships).<br><br>1.3 – A minimum of one years' employment experience in the maintenance and servicing of a minimum of two of the following, which should have been gained in a large plant environment:<br><br>• Air handling units and associated equipment<br>• Bowling alley installations<br>• Electrical installations<br>• Plumbing installation<br>• Chilled water installations<br>• Mechanical Installations<br><br>Where applicants do not hold the qualifications as outlined in **1.1** above, they must demonstrate a minimum of **four** years' experience as outlined in **1.2** and **1.3** above. | Application Form / Interview / Pre employment checks<br><br>Application Form / Interview<br><br>Application Form / Interview |
| **General** | 1.4 – It is essential that applicants hold a full (i.e. not provisional) and current UK driving licence and access to a car or * have access to a means of transport which would enable the applicant to carry out the duties of the post. *<br><br>*Applies only to applicants who have a disability under the Disability Discrimination Act. | Application Form / Pre employment checks |
| **General** | • Ability to work unsociable hours on a rota basis and ability to work additional hours as required | Self - Assessment |
| | **Desirable Criteria** | **Method of Assessment** |
| **Experience** | It is desirable that applicants have:<br><br>• Knowledge of Health and Safety requirements | Interview / Assessment Centre |

**BEHAVOURAL COMPETENCIES – REFER TO ATTACHED GUIDE 'COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT'**

The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.

| | | | | |
|---|---|---|---|---|
| Factor | Criteria | Essential | Desirable | Assessment Method |
| Behavioural Competencies | **1.3 – Managing Performance**<br><br>Sets clear, aligned, high standard performance goals and objectives for self, others and the organisation | Yes | | Application / Interview |
| | **2.2 – Developing our Own Capability**<br><br>Looks for opportunities to learn and develop in order to deliver and add value to their own role. | Yes | | Application / Interview |
| | **3.3 – Meeting Customer Needs**<br><br>Establishes the needs of customers and strives to ensure that these are met. | Yes | | Application / Interview |
| | **4.3 – Achieving Results**<br><br>Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results | Yes | | Application / Interview |