

LIVERPOOL EXPERIENCE CAMPUS

JOB DESCRIPTION & ROLE PROFILE



Operations and FM

Facilities Maintenance Engineer

REPORTS TO: FM Event Delivery Manager

DIRECT REPORTS: NA

JOB PURPOSE

Assist in providing a fully functioning facility with a timely response to ensure that availability and quality is maintained at all times

Provide event cover and a reactive first point of contact for all facility maintenance work requests. The FME will investigate and resolve the situation where possible or escalate to management when necessary.

To deliver exhibition power, water and waste as per the client needs, this includes issuing all the necessary test and safety certificates.

MAIN DUTIES AND RESPONSIBILITIES

- Monitor the work carried out by service partners and other third parties and other members of staff to provide reports to the FM Management team and ensure business requirements and regulations are met.
- Liaise with the FM Management team ensuring that good lines of communication are maintained and that all relevant documentation is maintained accurately and is available for the Facility Manager on demand.
- Advise clients in respect of the installed systems to facilitate their needs with regard to power requirements, HVAC, water and drainage systems.
- Maintain and Fault Find and carry out remedial work on all M&E plant and equipment across the site to ensure optimal efficiency and performance
- Plan, install, test and maintain temporary electrical systems for events including Exhibition Services, Entertainment and Sport and Conferences.
- Carry out fixed installations as instructed by the FM Management team. • Carry out general building fabric maintenance when required
- Carry out inspections whether routine, planned preventative maintenance or condition surveys on all M and E plant and systems to ensure building needs and regulations are met.
- Monitor the use, care, security, and maintenance of all Liverpool Experience Campus equipment to ensure it is not misused or misplaced and that a high standard of housekeeping is met at all times.
- Maintain a working knowledge and awareness of developments in industry equipment, practices, and regulations.

- Maintain compliance within the legal framework of current Health and Safety regulations as they apply to this job role to ensure policies, procedures and other guidance issued by Liverpool Experience Campus are implemented at all times.
 - Monitor all support providers and third parties to ensure they adhere to the Health and Safety guidelines specified by Liverpool Experience Campus
- Assist in the development and completion of risk assessments, work permits and procedures for all facility maintenance activities to ensure obligations and legal requirements are met.
- Assist the FM Management team with energy monitoring, energy impact statements and continually monitor and look to improve the energy impact of the business.
- Maintain plant and equipment to prolong its working life and to return all equipment to the workshop when not in use to ensure it is available to other colleagues.
- Monitor and check heat temperatures for cabling including during events to ensure they are safe and take action if required.
- Attend operational meetings in support of the FM Management team when required.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to Liverpool Experience Campus' Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to Liverpool Experience Campus
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	Level 3 certificate in electrical or mechanical discipline IOSH Managing Safely Fire Safety Advanced Manual handling	Essential Essential Essential Essential	A, I
EXPERIENCE	Significant experience of event sector or willingness to learn Time served in a M and E discipline Significant experience of facilities management Significant experience of Legionella control/water quality. Significant experience/knowledge of COSHH	Essential Essential Essential Essential Desirable	A, I
SKILLS & KNOWLEDGE	Understanding of compliance and testing Understanding of risk assessments Developed supervisory skills Developed decision making Understanding of building structures and associated M&E Services	Essential Essential Essential Essential Essential	A, I
KEY ATTRIBUTES	Pragmatic, resilience, Internal/external stakeholder management Confidence Conflict resolution Innovative	Essential Essential Essential Essential	A, I

Key for How Measured:
I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date