# Mechanical Technician

**Department:**  Directorate of Technology, Estates & Facilities - Engineering & Infrastructure  

**Hours of work:**  Full time, 37 hours per week  

**Contract type:**  Open  

**Salary:**  Grade 6, £34,308 - £42,155 per year
Introduction

The Directorate of Technology, Estates and Facilities (DTEF) is responsible for ‘providing outstanding work, study, research facilities, and facilities to enhance the student experience, on campus and online’.

This role is part of the Engineering & Infrastructure team within Estates Operations and will assist in the safe management of the University of York’s mechanical assets and infrastructure. Supported assets include equipment such as lifts, pressure vessels, heating and ventilation equipment plus the District Heating System: all of which must be managed in accordance with statutory, safety and customer requirements.

The role requires detailed engineering knowledge and will support the services technical standards for the University estate, relevant procedures, and implement appropriate projects and improvements.

Main purpose of the role

To assist in the management of the University’s mechanical assets including:

- Health & safety
- Maintenance
- Inspection
- Design

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities
   
   - Develop / implement procedures, works and records for specific mechanical assets across the University Estate
   - Report on the statutory compliance of equipment and its maintenance
   - Communicate/ agree work programmes and schedules for the interruption of services
   - Produce written specifications for required works or services
   - Assess tender returns; appoint Contractors and oversee site works
   - Carry out site surveys of existing assets and condition reviews
   - Prepare operating instructions and safe operating procedures for assets as directed
   - Provide signatory authorisation for and completion of duties for systems such as hot works,
   - mechanical isolations and permits to dig
   - Validate the risk assessments and safe working method statements provided by contractors and
   - work closely with health and safety officers to ensure compliance with University regulations and
   - statutory legislation
   - Provide professional and technical support to the Estates Development section on capital works.

2. University of York Responsibilities for Grade 6

   Service and Operational Delivery
   
   - Oversee a responsive and proactive support service to ensure service expectations are met.
Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.

Contribute to operational leadership teams and decision making to shape the nature and level of support services.

Implement changes to the design and development of a service.

Accountable for delivery of a service within a defined area or defined responsibilities.

Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.

Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis

Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement

- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills.
- Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution

- Provide advice to stakeholders in relation to complex policies, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation
- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
- Plan and manage longer term programmes of work, monitoring progress as required.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
# Person specification

## Role Specific

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Role Specific</th>
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<tbody>
<tr>
<td><strong>Essential</strong></td>
<td>Good understanding of the standards required for Mechanical Assets including Pressure Vessels, Lifts, Lifting Equipment, Gas, Local Extract Ventilation, FGas, Heating and Ventilation</td>
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<tr>
<td><strong>Essential</strong></td>
<td>Working knowledge of health and safety regulations</td>
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<tr>
<td><strong>Desirable</strong></td>
<td>Specific industry qualifications, e.g. Gas Safe</td>
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<tr>
<td><strong>Desirable</strong></td>
<td>NEBOSH/IOSH ‘Managing Safely’ or equivalent</td>
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<tr>
<td><strong>Desirable</strong></td>
<td>Good understanding of major infrastructure items such as District Heating Systems, boiler plant, pipework etc.</td>
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## University of York Person Specification for Grade 6

### Qualifications:

| Essential | Level 3 qualification. (Qualifications at this level include A levels. Please view the full list). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience. |

### Skills - demonstrates the ability to:

| Essential | Lead projects |
| Essential | Gather, analyse, interpret and report complex data/information |
| Essential | Use digital technologies including Google applications and/or Microsoft Office |
| Essential | Communicate effectively in verbal and written formats, including the use of a variety of digital tools |

### Behaviours:

| Essential | Works collaboratively with others |
| Essential | Delivers a quality service |
| Essential | Develops self and others |
| Essential | Actively champions respect, inclusivity, equality and diversity |
| Essential | Identifies and implements continuous improvement |