

Job description

Post title: Mechanical Inspector
Service area: Housing Property Services
Grade: S01/2
Reports to: Senior Mechanical Engineer
Your team: Capital Programme Delivery
Number of supervisees: None

Our ambition

We are determined to make Islington fairer. To create a place where everyone, whatever their background, can reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused, and supported to give their very best.

We want to build an organisation where employees feel valued, inspired, and empowered to help us achieve our goals and provide the best services possible to our residents.

Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. To do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism, and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

Work style

Flexible/Office-Based/Site Visits as required

Primary Job Functions

To provide professional support to the engineering service, inspecting, mechanical installations for compliancy and quality reasons.

Key responsibilities

1. The key responsibility of the Mechanical Inspector will be to ensure all aspects of mechanical works carried out on site by contractors meet the exacting requirements of the project technical brief/specification and drawings.
2. The Mechanical Inspector must maintain detailed diaries and site notes daily.
3. The Mechanical Inspector shall establish and maintain good channels of communication with client officers, contractors, residents, colleagues, and any other stakeholders.
4. Undertake adequate site inspection and monitoring on all projects assigned covering for colleagues from time to time, as appropriate.
5. Assist with the preparation of project reports for Committees, Area forums, Working Parties, Client Organisations, Tenant Associations, and external agencies. Provide effective liaison and attend such meetings as required to maintain adequate communication.
6. Provide the highest standard of on-site quality assurance and audit inspection. Provide relevant information and advice to ensure budget control and contract management are achieved on all projects and contracts, paying particular attention to Health and Safety, Contractual Obligations, Contractor Performance, Client Satisfaction and Maintenance Implications.
7. Provide on-site inspection of engineering installations and equipment and, advise/report on related condition and appropriate remedial works where necessary in the prescribed format.
8. Assist the team and Group Leader in providing advice and guidance as appropriate concerning on-site engineering solutions, specifications,

maintenance requirements, estimates, selection of materials and equipment and inspection regimes etc.

9. Ensure that work is in accordance with the relevant standards, statutory regulations.
10. Provide on-site survey information to assist in the preparation of scheme drawings, specifications, and contract documents.
11. Ensure effective briefing, direction and liaison is provided. Assist in examining schemes for feasibility, viability and for adherence to Islington Council standards, policies, and practices.
12. Liaise as directed with consultants, statutory undertakings, and other relevant organisations.
13. Inspection and testing of completed projects, preparation of schedules of defects, checking of remedial works and completion of appropriate records/certificates for internal use.
14. Advise on the appraisal, selection, appointment and performance of contractors and sub-contractors.
15. Take responsibility for supervising contractors on small remedial works projects as directed by the Senior Engineer. Ensure that services are provided in accordance with Islington Council's commitment to "Best Value" and high quality service provision to service users.

Generic Duties

16. Ensure services are provided in accordance with Islington Council's commitment to "Best Value" and high quality service provision to service users.
17. Ensure compliance with Health and Safety legislation, including CDM regulations, and Islington Council's Health and Safety policies.
18. Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
19. Undertake continuing professional development, relevant training, seminars, supervision sessions and other events.
20. Achieve service outcomes and outputs, and personal appraisal targets, as agreed with your line manager.
21. At all times carrying out responsibilities and duties in accordance with all

relevant legislation, codes of practice and Council policies and procedures.

22. At all times to carry out responsibilities and duties within the framework of Islington Council's Dignity for all Policy.
23. Perform any other reasonable, minor, and non-recurring duties, appropriate to the post as many be directed.
24. Recruitment to this post is subject to satisfactory basic disclosure and Barring service check (DBS check).

Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
1	HNC in building services, engineering, or equivalent with practical experience. OR Completion of a recognised apprenticeship or training programme with subsequent broad experience of building services engineering.	Application

Skills

Essential criteria	Criteria description	Assessed by
2	Possess excellent detailed technical knowledge of electrical installations and their repair and refurbishment.	Application/Interview/Test
3	Ability to communicate and direct, both verbally and in writing, other members of staff within the office, other council departments, area offices, working parties, external clients, agencies, elected members, residents, and consultants.	Application/Interview/Test
4	Ability to draft technical reports.	Application/Test
5	Ability to investigate and recommend solutions to service engineering design and maintenance related technical problems.	Application/Interview/Test
6	Ability to plan and deliver small projects within budget and within time.	Application/Interview/Test
7	Ability to assist with staff training, development, welfare, and safety of staff within the service.	Application/Interview
8	Ability to supervise work in progress.	Application/Interview
9	Ability to liaise with other members of the Application/Interview design and/or maintenance team.	Application/Interview

Essential criteria	Criteria description	Assessed by
10	Knowledge of building services design and specification, project management and planned maintenance programmes.	Application/Interview
11	Ability to provide on site inspection of engineering installations and equipment.	Application/Interview
12	Possess broad knowledge of services engineering Statutory regulations, codes of practice and British Standards.	Application/Interview
13	Possess broad knowledge and experience of a range of different engineering forms of contract.	Application/Interview/Test
14	Ability to attend evening meetings.	Application
15	Ability to advise on the appraisal, selection and appointment and monitoring of contractors and sub-contractors.	Application/Interview
16	Ability to deliver service to public within the Dignity for All policy.	Application/Interview
17	Ability to operate within agreed fee level and time allocation	Application/Interview

Special requirements of the post

Essential criteria	Criteria description	Assessed by
18	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service	Application

Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

