

Job Profile Information: BMS Engineer.

Job Title: BMS Engineer
Job Grade: Level 5 Zone 2
Salary Range: £55,832 - £65,350

Role Purpose:

To maintain the effective running of Camden council BMS systems. Identify and implement energy saving across the Porfirio via the BMS system. work in occupied properties and other operational and administrative Council buildings in accordance with current industry regulations and standards.

To carry out works to a consistently high standard of quality and customer satisfaction and complete works 'Right First Time'.

Maintenance work requires an adaptable approach to be taken in the delivery of services to building managers, leaseholders, Camden building users and other customers. The post-holder will be required to use their skill and judgement in diagnosing building faults to determine the best solution to resolve repair problems.

Main Duties:

- Ensuring BMS-related risks are captured and that actions are tracked to completion in a timely manner.
- Introducing and managing necessary change control across the portfolio to optimise energy performance.
- Working in an operational core team to support all BMS and operational interfaces.
- Evaluating new and existing systems for development, maintenance, and modifications.
- Familiarity with motor control centres, control panels, wiring diagrams, input/output schedules.
- Creating and updating control schematics.

- Responsibility for all BMS equipment's full lifecycle management.
- Developing a wide network of BMS connected sites into a centralised control system.
- Equipment is statutory compliant, appropriately maintained and fit for purpose; Processes for the use, maintenance and validation of equipment are robust and effective; and Asset information is accurate, maintained, and available.
- Fault finding and diagnosing the causes of BMS faults to identify the most appropriate solution to be applied. Take account of the need to reduce repeated faults and visits and ensure the most cost-effective solution is applied under the circumstances.
- Responsible for completing repairs in keeping with "Right First Time" principles and ways of working.
- Responsible for ensuring that any follow-on or related repair works are identified where these cannot be completed during the first visit. Providing sufficient detail to enable work to be planned and scheduled for completion at the next appointment
- Providing excellent standards of customer care at all times, acting as an ambassador for the repairs service and the Council.
- Ability to working alone and independently with minimal levels of supervision, taking ownership, and using initiative to resolve BMS defects and problems, obtaining guidance when appropriate.
- Responsible for maintaining contact and working collaboratively with Repairs Team management to provide updates on the progress of work to ensure overall service objectives are met.
- Ensure safe methods of working and full compliance with health & safety regulations are met at all times. Maintaining up to date knowledge and understanding of current standards, regulations and best practice appropriate to your specialist trade, including but not limited to;
 - Safeguarding
 - Lone working
 - Asbestos awareness
 - Working at heights
 - Manual handling
 - Control of Substances Hazardous to Health (COSHH)
- Responsible for the use, storage and safe keeping of plant, materials and other consumables ensuring waste is minimised.
- Responsible for the use of a Council vehicle, where allocated, and to ensure the vehicle is used in accordance with the Council's policy and procedure.
- Carry out all work to professional standards in a productive manner to ensure the best value for money is achieved in completing repairs and minimising waste.
- Complete all documentation required for the proper running and administration of the service in an accurate and timely manner including daily work records, time sheets, material schedules, requisitions and the like.

- Interpret and work from drawings, specifications, and other instructions.
- Communicate effectively and courteously and use new technology including smart phones, PDA's, etc. as required
- To provide on the job training, instruction, feedback and guidance to apprentices and other trainees when required.
- Assist the Repairs Team management in appraising and supporting the development of apprentices.

To carry out works to a consistently high standard of quality and customer satisfaction and complete works “right first time”.

Maintenance work requires an adaptable approach to be taken in the delivery of services to tenants, leaseholders, and other customers. The post-holder will be required to use their skill and judgement in diagnosing building faults to determine the best solution to resolve repair problems.

People Management Responsibilities:

- Coaching, mentoring, and providing instruction to apprentices
- Assisting with the appraisal and career development of apprentices.

Resource Management:

- The post holder will be issued with personal stock, plant & equipment, which are to be held in their allocated vehicle in support of Right First-Time ways of working.
- The safe keeping, proper usage and replenishment of stock items, plant & equipment is the personal responsibility of the post-holder and is monitored through regular documented audits.
- Staff may be liable to disciplinary action for any unaccounted stock, plant or equipment issued. Staff leaving the organisation may be held financially responsible for any unaccounted stock or plant issued to them.

Relationships:

- Team working is an essential part of the role. The post holder is expected to make a positive contribution to support the continuous improvement of the service. This includes actively identifying ways to eliminate waste, improve efficiency and reduce the costs of running the service.
- The post holder will be expected to have a thorough understanding of other job roles and how his/her actions impact on others and affect the efficiency and smooth running of the service.
- The post holder is required to take a flexible and positive approach in delivering the service with a willingness to assist from time to time in areas not directly connected with the main duties and responsibilities of the post.

Work Environment:

- Working independently and taking ownership to resolve building problems with minimal levels of supervision
- This is a front-line service delivery role with a high impact on the Council's reputation which requires excellent customer service and ambassadorial skills to be displayed at all times as the visible face of the Council.
- The role will involve regular contact with council workers, workplace managers and the public, the majority of the work will take place in Camden office building /Depots /libraries /Corporate sites and occupied properties while working alone. The post holder is expected to visit multiple properties on a daily basis.
- The role may involve working from heights including from ladders, trestles, hoists, platforms, scaffolds and the like.
- Staff are expected to regularly liaise and collaborate with other Council staff including Managers, Surveyors, Engineers, Contract and Subcontract managers, in order to make the most appropriate decisions to complete repairs.
- All employees have a responsibility to ensure the health and safety of persons at work and members of the public in premises or sites controlled by the Council. The method of achieving this will be by provision of safe systems of work and receiving information, training, and instruction as necessary to achieve these objectives.

Technical Knowledge and Experience:

- Substantial experience in the controls industry together with familiarity with motor control centres, control panels, wiring diagrams, input/output schedules.
- Experience in using CAFM systems and PDAs to receive work and input data
- Essential Sound working knowledge and experience with trend, and siemens BMS systems. Preferred knowledge of schneider and IQ vision BMS systems
- Thorough understanding of Building management systems, PLCs, electronic controls, and instrumentation including Trend systems and associated technical standards.
- Familiar with communication systems and cabling methods such as Ethernet, fibre, copper, serial interface, and wireless systems.
- Able to diagnose electrical faults and defects and identify cost effective repair solutions
- Ability to use electrical testing equipment in the diagnosis of electrical repairs
- Experience of working in a maintenance environment on properties in occupation.
- Able to work independently using own initiative to resolve problems and defects seeking guidance when appropriate
- Experience of working as part of a team in a multi-skilled environment
- Physically fit to carry out all manual tasks associated with the work
- Knowledge, understanding and commitment to the principles of Health & Safety at Work
- Knowledge and understanding of the sequencing of building maintenance work
- Demonstrate an understanding of and commitment to the Council's equal opportunities policy as it relates to the nature of the post
- Good oral and written communication skills
- Excellent front-line customer care skills
- Ability to work with minimal supervision and manage own time effectively to meet service timescales and objectives

Qualifications

- A HND or equivalent technical qualification in BMS or Electronic Controls & Instrumentation.
Incorporated or Chartered Engineer status or working towards
- Certificates of attendance in Health & Safety training relevant to the role
 - The post requires a clean and valid driving licence.

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,