

## **Job Profile - Mechanical & Electrical Manager**

**Job Title:** Mechanical & Electrical Manager

**Job Grade:** Level 5 Zone 1

**Salary Range:** £47,575 - £55,188

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. This role is based in the Mechanical and Electrical Team which is dedicated to delivering all strategic, multi-discipline, capital project works across the Camden property portfolio.'

### **About the role**

Reporting to the M&E Operations Manager, the Mechanical & Electrical Manager will support the team with managing the Electrical, Heating, Cold and hot Water services.

They will also be responsible for working within the team to ensure day to day repairs, planned preventative maintenance and planned works are delivered to a high standard of quality.

The duty role will include PPM and Servicing programs are delivered within contractual guidelines, statutory requirements and they achieve targets set as part of the Council's internal compliance regime.

The post holder must think creatively on a regular basis so as to identify innovative ways of dealing with complex technical problems and provide bespoke solutions on a frequent basis, applying value management and value mechanical engineering techniques to deliver best value in the management and delivery of M&E services within the Property Management division.

Responsible for the provision of M&E, heating services, advice, design, feasibility and maintenance support on Electrical Engineering matters for the Property Management directorate to the value of approximately £2.5m - £9.5m per annum. The post holder will also be responsible for health and safety matters associated with the operational works and when necessary project(s) and for the seamless handover to clients and the internal asset management team

### **About you**

The ideal candidate for this role will be a strategic thinker with a significant level of experience in Mechanical and electrical management for the delivery regards to servicing and day to day maintenance repairs.

You will also have a familiarity with Health and Safety legislation, compliance, mechanical and electrical regulations.

You will be a self-motivated person with a client / resident focussed and have a professional approach.

This role requires excellent communication and interpersonal skills, it is desirable that you have experience leading stakeholder engagement processes and schemes with residents in occupation.

You will need to be able to demonstrate a commitment to service excellence and have a track record in positive resident engagement. You will be a problem solver, with the ability to anticipate change and facilitate that change to meet the requirements.

Experience of being either a Gas / Electrical Supervisor / Quality Control Inspector.

Experience of gas servicing statutory compliance and contracted programme delivery.

Experience of delivery of Mechanical and Electrical Services repairs and/or PPM works on time to high quality standards within budget in a housing environment.

Evidence of continued professional development.

Significant experience of undertaking technical inspections and managing Mechanical & Electrical compliance works within a social housing environment

Experience, including detailed knowledge of heating systems, water systems and ventilation systems.

Experience of inspecting Mechanical & Electrical systems within a social housing environment.

Experience of fault trending analysis for Mechanical & Electrical maintenance and repair programmes.

Experience of risk and budget management.

Experience of responding to emergencies by giving clear instructions to Mechanical & Electrical operatives and colleagues.

Detailed knowledge of health and safety legislation in relation to Mechanical & Electrical safety legislation

Ability to prepare risk assessments

Extensive experience of undertaking Mechanical & Electrical technical inspections and managing contracts within a social housing environment

Detailed knowledge of building communal electrical systems, fire protection systems and access control systems required as a minimum.

Knowledge of statutory requirements relating to leaseholder consultation requirements

Good communication skills both written and verbal, with ability to write effective letters, specifications of works and reports

Ability to explain technical issues to non-technical staff in a clear and jargon free manner.

Ability to use IT packages and repair databases

#### **Work Environment:**

Working from our new office located on the 1st floor at 79 Holmes Road, London NW5 3AP. You will be required to visit Camden's housing properties, plant rooms and attend meetings in and out of hours, when necessary.

#### **People Management Responsibilities:**

At this present time you will only need to manage Mechanical & Electrical contractors.

#### **Relationships:**

The Mechanical & Electrical operations manager, Camden stakeholders, Mechanical & Electrical team members, Neighbourhood housing managers, the complaints team and our residents.

#### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

#### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

#### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

### **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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.