



Job Description

Building Services Engineer

Division: Operations

Team: Facilities

Responsible to: Engineering/ H&S Manager

Last Updated: 28 August 2024

At the Edinburgh International Conference Centre our vision is:

to create an environment which inspires ideas that change the world

Primary Function:

The primary function of our Building Services Engineer is to ensure that our buildings are maintained to provide a safe, comfortable, and efficient environment for staff and clients. This role ensures all mechanical and electrical systems within buildings, including heating, ventilation, air conditioning (HVAC), plumbing, lighting, fire safety, energy management, and building management systems are running effectively.

Responsibilities:

- Maintain the building equipment to the highest standard in the most efficient and cost-effective manner.
- Be proactive in maintaining the fabric/appearance of the building to internationally recognised standards.
- Ensure that building maintenance and repair works are proactively undertaken to the required quality standard.
- Assist the Engineering Manager with the operation and monitoring of all equipment and facilities including arranging repair, maintenance and/or replacement.
- Assist in the planned building maintenance programme of the mechanical systems.
- Assist the Engineering Manager in monitoring the work and conduct of all casual maintenance staff, engineers, contractors and others whilst in the facility to ensure they conform to current H&S regulations concerning safe working practices.
- Inspect and compile reports as requested on condition, operation and running costs of plant and machinery.
- Attend and participate in company communication activities and/or teamwork activities

- Contribute and achieve departmental objectives.
- Ensure a high standard of housekeeping.
- Provide innovative and creative problem solving solutions for all but not limited to plumbing, mechanical, fabric, fixture and fittings challenges.
- Work effectively as part of the facilities and wider EICC team.
- Flexible approach to weekend and shift work as required by business demands.
- Any other tasks as directed by the Engineering Manager.

Personal Attributes:

The incumbent will ideally possess the following personal attributes:

- Attention to detail.
- Confident in decision-making and consulting with a diplomatic approach to managing relationships.
- Ability to prioritise workloads.
- Ability to adapt to changing demands.
- Ability to work independently and manage workloads.
- Excellent communication skills.

Key Selection Criteria:

- Knowledge of building management systems.
- 18th Edition Certified.
- Experience with providing high level of customer service and client management.
- Ability to multi-task and work on several projects at the same time.
- Team player.
- Flexible with their time to meet the needs of the business and clients.
- PAT Testing and IPAF Certification desirable.

Acknowledgement:

This Job Description may be subject to periodic review, and Team Members will be expected to take on such variations as are consistent with the level of responsibility and function of the role.