

## Job Description

<b>Job title:</b>	<b>Building Management System (BMS) Supervisor</b>
<b>Department/School:</b>	<b>Estates</b>
<b>Grade:</b>	<b>6</b>
<b>Location:</b>	<b>University of Bath estate including residential, academic and sports areas on and off campus</b>

### Job purpose

The role of the BMS Supervisor is to ensure the effective operation of the University's Building Management System providing expert knowledge, guidance and support in its development and to ensure the safe and timely completion of planned and reactive maintenance of the Building Management System.

The post holder will work closely with the other workshop supervisors, engineers and managers to deliver continued support of building services, to ensure minimum down time, increased efficiency and end user satisfaction

### Source and nature of management provided

Estates Mechanical & Electrical Services Manager

### Staff management responsibility

None

### Career and Professional Development Activities

Post holders will be encouraged and supported to develop a wider knowledge of building services mechanical and electrical systems.

### Special conditions

#### Hours of Work

36.5 hours per week to be worked Monday to Thursday 08:15hrs to 16:45hrs; Friday 08:15hrs to 15:45hrs. To suit operational requirements you may be requested to work flexibly at any time between 7am and 7pm.

#### Working Environment

The postholder will be expected to work in areas at height, in cramped plant rooms, and areas where access is restricted. Work may be indoors or outdoors at all times of the year and across the University of Bath estate.

#### Call –Out

The postholder shall, as a contractual requirement' be a participant in the 24 hour call- out system.

This post is also identified as a “key worker” for periods of severe winter weather.

“Key workers” would be expected to attend the University wherever possible and are expected to stay until normal finishing time, unless advised otherwise.

### **Transport and Availability**

The postholder shall be required to drive University vehicles as required as part of normal duties.

As a key worker the postholder shall:

- Have appropriate independent means of transport
- Live no further than one hour’s journey time to the University

### **Work Wear**

Craft staff and supervisors are required to wear free issue corporate work wear at all times as detailed in the conditions of issue.

### **Mobile Phones**

The postholder shall be required to carry a mobile phone (supplied by the University) at all times while on University business.

### **Training and Development**

The postholder shall participate in safety training, and other training and development activities as required by operational demands.

<b>Main duties and responsibilities</b>	
1	Provide expert knowledge, guidance and leadership in the development of the BMS.
2	Lead and direct internal staff and contractors in the planned, preventative and reactive maintenance of the BMS and any system or software upgrades.
3	Complete fault diagnosis and rectification on the whole range of BMS equipment.
4	Identify potential systems software and hardware issues that may lead to unnecessary failure of services, thereby minimising risk, disruption and inconvenience to building users.
5	Keep abreast of technical developments particularly associated with new technology in building engineering services and building management and in all aspects of the mechanical and electrical disciplines and to contribute to departmental engineering policies.
6	Train Maintenance Teams, Heating Engineers, trades and other staff in the operation and use of the BMS and metering systems.
7	Respond to and resolve Helpdesk work requests within the timescales specified on the work requests.
8	Ensure documentation is completed accurately and on time.
9	Provide information as requested for risk registers, condition surveys and databases.
10	Escalate issues found during maintenance requiring capital investment, e.g. replacement items following repeat maintenance visits.
11	Maintain the health and safety of self and others at all times by adhering to Health and Safety legislation and the University’s Health and Safety Policy and additional safe working practices outlined in the Departmental Safety Handbook.

12	Support apprentices in a trainer/ mentor role.
13	You will, from time-to-time, be required to undertake other duties of a similar nature as reasonably required by your line manager.
14	You are required to follow all relevant legislation, University policies and procedures at all times and take account of University guidance.

### Person Specification

Qualifications/ Training	Essential	Desirable
To have served a recognised City & Guilds or NVQ 3 apprenticeship in Electrical Engineering Maintenance or an appropriate engineering discipline or related subject	✓	
Relevant qualification in BMS/ automated controls related subject for Schneider Sigma , Eco Struxture and Tridium Niagra	✓	
IET 18 <sup>th</sup> Edition	✓	
City and Guilds Level 1 Diploma or NVQ Level 1 Certificate in Plumbing, Heating, and Ventilation		✓
JIB ECS card	✓	
IOSH Certificate		✓
PASMA licenced		✓
IPAF Licenced		✓

Experience/Knowledge	Essential	Desirable
Demonstrable post training experience in the maintenance, repair, installation and fitting of BMS/ automated controls	✓	
Experience of working effectively with skilled operatives or contractors	✓	
Experience of safely working on a variety of installations, appliances and equipment.	✓	
Practical knowledge of property related Health and Safety legislation applicable to electrical services (i.e. COSHH, PUWER Electricity at Work Regulations.)	✓	
Able to use a personal computer, Smart phone and tablet.	✓	
Excellent understanding of health and safety within the built environment.	✓	
To have a working knowledge of motors, pumps and air extract systems.		✓

Skills	Essential	Desirable
To be adept at fault finding on building services plant equipment and systems.	✓	
Clearly describe and communicate situations that require remedial actions by others.	✓	

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Self-motivated, able to work on own initiative and largely unsupervised.	✓	
Ability to communicate and work with a team effectively.	✓	
Ability to work effectively with staff, colleagues, craft staff managers, specialist engineers and other professionals across disciplines and able to demonstrate excellent customer service at all times.	✓	
Willingness to be flexible and adapt to changing priorities.	✓	
Ability to undertake safety training and other training and development activities including keeping qualifications up to date.	✓	

<p><b>Effective Behaviours Framework</b> The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.</p>
<p><b>Managing self and personal skills</b> Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.</p>
<p><b>Delivering excellent service</b> Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.</p>
<p><b>Finding innovative solutions</b> Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.</p>
<p><b>Embracing change</b> Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.</p>
<p><b>Using resources</b> Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.</p>
<p><b>Engaging with the big picture</b> Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.</p>
<p><b>Developing self and others</b> Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.</p>
<p><b>Working with people</b> Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.</p>
<p><b>Achieving results</b> Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.</p>