

## Summary

<b>Job title</b>	Maintenance Engineer
<b>Division</b>	University Administration and Services
<b>Department</b>	Estates Services - Direct Labour Organisation (DLO)
<b>Location</b>	South Parks Road, Oxford with a workshop at the Andrew Wiles Building on the ROQ site
<b>Grade and salary</b>	Grade 6: £32,332 - £38,205 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Mechanical Supervisor
<b>Vacancy reference</b>	173106
<b>Additional information</b>	Any offer of employment is subject to satisfactory security vetting A uniform is required and will be supplied

## The role

The post holder will be a member of the multi-disciplined DLO Repairs & Maintenance Team comprising of a large number of maintenance engineers and technicians plus plumbers, property maintenance engineers, and electricians as well as a number of trade apprentices providing safe, efficient, effective and customer focussed repairs and maintenance. This team is headed up by the Head of Maintenance Services and is assisted by an Admin team that works on behalf of the DLO and Parks sections, and includes the Estates Services Helpdesk function. The DLO Repairs & Maintenance section provides advice to departments and works closely with the wider Repairs and Maintenance teams and Sustainability.

The post holder will be one of the Maintenance Engineers and be responsible for carrying out:

- Monitoring of a wide variety of plant and equipment;
- Planned and reactive maintenance of plant;
- Supervision of specialist contractors

You will report directly to the Mechanical Supervisor, working closely with other members of the DLO team as required and with the wider estates teams e.g. Building Services and Sustainability as well as departmental Building Managers. You will have an amount of independence of action and should be self-sufficient and able to prioritise your own workload to ensure that safety and operationally critical work is carried out to meet deadlines.

You will liaise with all levels of University staff and will be expected to handle difficult situations both firmly and diplomatically.



This is a full-time position and you should be open to adjusting your hours as needed.

The Maintenance Engineer may be requested to form part of the on-call rota within the Maintenance Team.

## Responsibilities

The responsibilities and duties of the role will include the following:

- To carry out reactive and planned maintenance tasks ensuring that any down-time is minimised, advising on remedial and corrective works as appropriate Communicating with stakeholders with regards to scheduled interruptions of services.
- Performance monitoring of building systems, improving and reprogramming to achieve demonstrable energy savings and liaising with estates teams to improve environmental and reliability outcomes, completing reports when necessary.
- Communicating and negotiating with Building Managers/users and system owners to persuade them to embrace change
- Prioritise, plan and carry out your own allocated tasks including purchasing parts and coordinating with other trades in accordance with the departments SLAs.
- Interrogate Trend BMS system at the panel or via 963 software and troubleshoot technical problems
- Respond to emergency incidents, escalate and communicate with senior managers when required.
- Act as Authorised Person (AP) for appropriate permits to work system
- Attend capital project site meetings; actively engage with Soft Landings process for new Building handover.
- Use SFG20 to plan, organise and allocate reactive and planned preventative maintenance tasks to members of the team.
- Supporting the implementation of new systems and technologies delivered by Capital Projects
- Monitoring the performance of existing systems and making appropriate adjustments
- Support the upskilling of the Mechanical team and actively engage with the apprentice training programme, providing support and training as required
- Have responsibility for directing works to contractors, managing contractor's onsite and ensuring that work is completed within DLO purchasing guidelines.

The post holder will also perform other comparable duties relevant to the Grade as directed by the Mechanical Supervisor, or Senior Supervisor

## Selection criteria

### Essential selection criteria

- Educated to at least NVQ level 3 or equivalent in a mechanical discipline

- Extensive experience in mechanical systems maintenance including HVAC systems, heating, cooling and ventilation system
- Experience of working in an organisation that carries out repair and maintenance in occupied premises
- Working knowledge of control systems preferable BMS TREND 963.
- Excellent fault diagnosis skills across a range of systems
- Ability to work flexibly, unsupervised and interactively as part of a team.
- Good IT Knowledge with experience of using CAFM systems and Microsoft Office package; ability to keep records.
- Experience of supervising contractors.
- An awareness of relevant British health and safety standards and procedures and safe methods of working, and how to apply in a varied estate
- Willingness to work in a flexible manner; being able to demonstrate a team player philosophy and contribute towards its success.
- Ability to liaise with DLO customers in a professional and competent manner, ensuring that customers are kept informed in accordance with Estates Services customer service excellence ethos.
- Understanding of Customer Service and willingness to work to Customer Service Excellence standards
- Excellent interpersonal skills and ability to engage with a range of stakeholders

#### Desirable selection criteria

- Experience of basic calibration.
- Source heat pump and CHP experience would be an advantage
- Experience with refrigeration, boilers, pumps, water systems and controls would also be an advantage
- Electrical qualifications and / or experience would be an advantage
- Gas safe qualification would be an advantage
- Full Driving Licence

#### Pre-employment screening

##### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will

contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

#### Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Lone Working
- Driving on University business
- Regular manual handling
- Noise at work
- Working with vibrating equipment
- Work with allergens, E.g. laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



#### Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory Disclosure Scotland check due to the requirement to work in certain security intensive buildings
- University security screening (e.g. identity checks)

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Direct Labour Organisation

The Direct Labour Organisation (DLO) headed up by the Head of Maintenance Services employs about forty tradesmen of varying disciplines. These include mechanical fitters, plumbers, carpenters and electricians. There is also a requirement to employ and manage external contractors to supplement the workforce as the work demands. The DLO carries out a variety of maintenance tasks across the University estate. The activities are:

- Reactive maintenance activities, reported via the helpdesk/web from administrators of all University Departments or via Estates personnel.
- Routine planned maintenance, for example maintenance and servicing of all mechanical plant equipment across the University estate.

The DLO team is responsible for most of the general and emergency maintenance work to the University's 300 plus buildings.

The DLO's objectives are to:

- Provide an efficient, cost effective and timely service to the University estate
- Generate income from service to the University Departments
- The second objective should not be at the expense of the first objective

For more information please visit: <https://estates.admin.ox.ac.uk/maintenance#/>

## University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- Support the University's core academic purposes of teaching, learning and research;

- Ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- Facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk/>

## Estates Services

Estates Services is responsible for the management and strategic development of the University's functional and commercial estate, comprising 440 buildings, and associated infrastructure. The University's functional buildings include specialist research buildings, teaching laboratories and lecture halls, sports facilities, libraries and museums, administrative and ceremonial buildings. Commercial properties include graduate accommodation, office space, warehouses and agricultural land and property.

The day-to-day responsibilities of Estates Services include managing the capital building programme, aimed at delivering world class new buildings; repairs and maintenance, including upkeep of some of the finest buildings in the city; facilities management for a number of University buildings; the provision of central services such as mail room services; maintaining a safe and secure physical environment; the allocation of space for departmental use; property acquisitions, disposals and leases; accommodation for graduate students at eight sites, as well as housing for key staff; conserving Wytham Woods and University Parks, and managing gardens and landscapes across the estate; carbon reduction strategies across the University and helping staff and students to make sustainable workplace and travel choices.

For more information please visit : [estates.admin.ox.ac.uk](http://estates.admin.ox.ac.uk)

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

---

## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

---

## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).