



Ipswich Borough Council Job Description:

Job Title: Apprentice Corporate Estate Engineer (Mechanical / Electrical)

Main Purpose of Job

Assisting the Mechanical and Electrical Engineers who report to the Corporate Estate Manager (CEM) (Corporate R & M) to provide a comprehensive, high quality, client focussed service for the effective maintenance and improvement of the operational property portfolio within legal, financial, quality, time and policy constraints.

Qualifications Gained

We are offering a Building Services Engineering Senior Technician (level 4) apprenticeship, potentially leading into a Building Services Engineering Degree. The course will be at an accredited provider on a day release basis.

Main Duties

1. Work alongside the Engineers to help head project teams for engineering projects and contracts, including selecting, organising and managing the team of consultants and contractors and co-ordinating their programme activities,
2. Being mentored by the Engineers, aid with technical feasibility studies, provide budgetary estimates, specification and contract documentation for the adaptation, refurbishment, repair, and maintenance of corporate property portfolio (using where required technical engineering equipment).
3. Assist the Engineers with Obtaining the necessary statutory approvals for approved projects such as Planning, Building Regulations, Health & Safety Executive etc.
4. Research information and prepare documents for financial analysis, development of specification of sustainable products and development of partnership approach with suppliers, aiming to improve the overall service provided.
5. Aid the Engineers with obtaining competitive tenders / quotations and place orders with contractors, suppliers, and statutory undertakers in accordance with Contract and Financial standing orders. Manage contracts proactively, checking

work as it proceeds, monitoring and recording delays, site conditions and labour, monitoring and controlling quality, progress, costs, and safety.

6. Support the Engineers with investigating property engineering defects and advise / implement appropriate action (including outside of normal working hours). Help prepare reports, surveys & schedules and give professional / technical engineering advice.
7. Aid with the development and co-ordination of health and safety plans / procedures in relation to; maintenance, site safety, workplace safety, CDM compliance to protect building users, employees, and the public.
8. Aid with researching technical advice for the Major Capital Schemes Head of Service to produce various Council policies and processes.
9. From time to time, work with other members of the Major Capital Schemes team on services engineering projects within the Council's capital programme of works.
10. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



PERSON SPECIFICATION

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(Mechanical/Electrical)**

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>Knowledge/Qualifications</p>	<p>A list of relevant qualifications which are essential for the role.</p> <p>Applicants must hold 5 GCSEs A-C including Maths and English or equivalent (reformed GCSEs grade 4 or above).</p> <p>A Levels - Must include Mathematics and preferably a Science in either Chemistry or Physics.</p> <p>Or T-level (Pass or above) in Construction: Design, Surveying And Planning.</p> <p>Or BTEC Level 3 Extended Diploma MPP in an Engineering subject area or Construction and Built Environment area (Must include Mathematics and advanced Mathematics).</p> <p>Or Building Services Engineering Technician level 3 apprenticeship MP,</p>	<p>Other vocational qualifications.</p> <p>Driving license.</p> <p>Duke of Edinburgh award.</p>	<p>Interview and certificates.</p>

	alongside grade Pass or Distinction at EPA. Or Other equivalent level 3 qualifications supported by substantial relevant work experience.		
Experience	Practical learning-based assessments (examples required).	Extracurricular leadership experience (e.g. team captains or volunteering). Position of responsibility (e.g. Saturday job).	Interview
Personal skills	Proactive and confident. Results focussed. Quality driven Excellent communicator (both written and oral). Willingness to learn and undertake Degree course through to completion.	Able to effectively manage multiple tasks. Analytical problem solver.	Interview / test
Special working conditions	Working at height (including ladder access), confined spaces and uncomfortable conditions. Ability to work on construction sites in all weathers and conditions. Out of normal hours working if required.		Interview