



## **JOB DESCRIPTION**

### **Mechanical & Electrical Engineer**



**Responsible to:**                      **Operations Manager**

#### **Main Purpose of the Job**

To ensure, as far as is reasonably practicable, that all electrical and mechanical installations on the Stadium site are maintained to the highest standards and in accordance with Manufacturer's recommendations; current Health and Safety Regulations; all Acts and Legislation associated with the running and operating of a Sports Stadium, and other legislation associated with the operation of such installations.

#### **Key Duties and Responsibilities**

- Ensure operation of machinery, mechanical and electrical equipment and installations by completing preventative maintenance on: HVAC systems, heating, ventilation, air conditioning, electrical circuits, plumbing, lift systems, fire alarm, CCTV, public address, vacuum toilet system, generators, motors, boilers, actuators, air handling plant, building management system, HV equipment, LV equipment, emergency lighting and floodlights. This list is not exhaustive.
- Locate sources of problems by observing mechanical devices and electrical installations in operation, listening for problems, using precision measuring and testing instruments.
- Remove defective parts by dismantling devices; using hoists, cranes and hand and power tools.
- Maintain an equipment, parts and supplies inventory by checking stock to determine inventory level; anticipating needed equipment, parts and supplies; placing and expediting orders; verifying receipt and approving invoices.
- Provide mechanical and electrical information to the Operations Manager as and when required.
- Prepare mechanical and electrical reports by collecting, analysing and summarising information and trends.
- Ensure continuity of electrical power, including transformers, generators, lighting and security.
- Be present at every event taking place in the Stadium bowl (other than when on annual leave), to oversee the operation of matchday technical equipment.

- Monitor and supervise all external contractors carrying out work on any mechanical and electrical installation systems on site and to ensure the appropriate risk assessments and method statements have been provided and that work is being carried out in compliance of Health and Safety Regulations.
- Maintain and update technical knowledge by attending educational workshops; reviewing technical publications and establishing personal networks.
- Document and communicate to the Operations Manager actions, irregularities and continuing needs. Ensure blueprints and circuitry diagrams are up to date.
- Meet mechanical and electrical financial objectives by forecasting requirements and scheduling expenditure where possible.
- Maintain safe and clean working environment by complying with procedures, rules and regulations.
- Contribute information and recommendations to strategic plans and reviews relating to the general operation of the Stadium site.
- Respond to mechanical and electrical problems, including out of normal working hours.

### **Knowledge, Experience and Skills**

**Knowledge** – Substantial knowledge of building services industry.

**Experience** – Substantial experience of working in the building services industry.

**Skills** – Demonstrate a good understanding and be technically competent in all building services, in particular complex electrical systems and controls, UPS, generators, water treatment, refrigeration and air conditioning, emergency lighting and HVAC systems.

### **Qualifications**

18<sup>th</sup> Edition – Level 3 Award in the requirements for Electrical Installations BS7671:2018  
 Level 3 NVQ diploma in Installing Electrotechnical Systems & Equipment (Buildings, Structure and the Environment)

*This job description is not exhaustive. The post holder will be required to perform any other reasonable duties as required within the scope, spirit and purpose of the job, the title of the post and its grading as requested by their Manager.*

September 2023