



## **JOB DESCRIPTION**

### **Mechanical Maintenance Engineer**



**Responsible to:**

**Mechanical & Electrical Manager**

**Main Purpose of the Job**

To ensure, as far as is reasonably practicable, that all 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 (including a Health & Fitness Suite, Swimming Pool and Spa Pool), and other legislation associated with the operation of such installations.

**Key Duties and Responsibilities**

- Carry out maintenance on mechanical systems and equipment
- Locate sources of problems by observing mechanical devices in operation, listening for problems, using precision measuring and testing instruments
- Maintain the flow and drainage of water by assembling, installing and repairing pipes, fittings and plumbing fixtures
- Perform periodic inspections on plant, machinery and automated systems
- Ensure that plant and equipment runs safely and efficiently at all times with the aim of minimising downtime
- Schedule planned and preventative maintenance work, which may be outside normal working hours
- Ensure that machinery and equipment are kept in good working order and meet all safety regulations
- Attend to all breakdowns, failures or malfunctions swiftly and report to the M&E Manager
- Repair or replace broken or defective components
- 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
- Maintain safe and clean working environment by complying with procedures, rules and regulations
- Document all maintenance works carried out in line with Company procedures
- Contribute to the forward planning of shut downs and capital works within the operational site confines
- Be flexible with working hours and be able to cover call outs

## **Knowledge, Experience and Skills**

**Knowledge** – Knowledge of welding, fabrication, plumbing, fitting and general repairs to mechanical equipment. Ability to read and interpret mechanical drawings. Ability to use maintenance software is desirable. Basic knowledge of electrical installations and drawings.

**Experience** – Previous experience of working in public buildings with high levels of general public footfall. At least 3 years' experience as a maintenance operative, including maintaining boilers and plumbing installations. Experience of maintaining public swimming pools is desirable.

**Skills** – Demonstrate a good understanding and be technically competent in all aspects of mechanical maintenance, in particular, generators, water treatment, refrigeration and air conditioning, and HVAC systems.

Good communication skills are essential; ability to work independently and as part of a team; reliability and flexibility.

## **Qualifications**

HNC in Mechanical Engineering, or similar qualification, and/or  
BTEC Level 3 or higher in Maintenance Engineering  
NVQ Level 2 or equivalent in plumbing

*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.*

December 2021