

## ROLE DESCRIPTION

<b>Job Title</b>	Senior Officer - Mechanical
<b>Salary Band</b>	24-26
<b>Reporting to</b>	Mechanical, Systems, Electrical Maintenance Program Lead
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Customer and Operations
<b>Team</b>	Maintenance Delivery
<b>Political Restriction</b>	N/A

### **1. Primary Purpose of the Post**

The Senior Mechanical Officer will assist in delivering a business critical, integrated mechanical engineering function, incorporating mechanical services, equipment and plant across the wider LCRCA estate including Mann Island HQ, bus stations, travel centres, ferry terminals and both the Mersey Tunnels and the various other LCRCA managed sites.

The Senior Officer will work as part of a team utilising internal labour or external resources, as appropriate, to deliver an effective and efficient mechanical engineering function for Merseytravel, covering daily reactive and planned maintenance works, management of term maintenance contracts, equipment refurbishment and support the development and implementation of capital projects.

### **2. Key Role Specific Responsibilities**

- To keep all Mechanical equipment and facilities running and maintained to high standards.
- Use of a computer based maintenance management system for managing assets.
- A proactive approach to all planned maintenance and emergency tasks.
- Review, update and implement PPM tasks and schedules in liaison with planning team
- Work with planning team to coordinate works across the estate
- Ensure spares and parts are ordered in time for installation in line with SLA's
- Completion of all tasks under the SLA.
- Keep technical drawings and information up to date.
- Complete all paperwork/hard copy and/or electronic copy
- Work alongside contractors to ensure they understand AM needs and ensure appropriate service provision/support to achieve objectives
- Being responsive to the needs of customers.
- Providing essential, accessible services to the community
- Understanding and meeting all health and safety duties and responsibilities ensuring compliance with H&S legislation.
- Ensuring adherence to LCRCA's Safety Management System.



- Carrying out requisite procedural requirements, eg risk assessments and method statements delivering a safe system of work.
- Compliance with LCRCA's Environmental Management System (EMS)

### **3. General Corporate Responsibilities**

- Understanding and meeting all health and safety duties and responsibilities including how they impact on scheduling work activities.
- Ensure postholder adheres to Merseytravel's Safety Policy and Procedures
- Ensure support is provided in the preparation of method statements and risk assessments.
- Having an appropriate level of knowledge of equality legislation and how it affects your service area.
- Promoting equality and diversity by: -
  - recognising and addressing the needs of different customers.
  - adapting your approach to meet the needs of different customers.
  - recognising, respecting and valuing the diversity of your colleagues; and
  - Pro-active adherence to all defined corporate policies.
- Putting customers (internal and external) at the heart of everything you do.
- Anticipating and responding to the needs of customers.
- Regular customer meetings/reviews where appropriate.
- Measured through client satisfaction results

### **4. Recruitment Plan**

Competency Based Interview  
Assessment

## PERSON SPECIFICATION

**Job Title:** Senior Officer - Mechanical

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
HNC/HND in Mechanical Engineering or equivalent years experience in a similar role.	E	A, I
IOSH Managing Safely or equivalent	E	A, I
Full UK Driving Licence.	E	A, I
Craft/trade experience of installing and maintaining mechanical systems, plant and equipment	D	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant experience of mechanical installations in an industrial environment such as industrial ventilation, industrial gear boxes, pipelines, domestic and commercial HVAC, boiler plant, fire suppression systems, pumping systems, lifting equipment, mobile plant and fixed plant ensuring it's safe and reliable operation	E	A, I
Experience of delivering an effective mechanical engineering service for both project works and maintenance.	E	A, I
Ability to read technical drawings	E	A, I
Proactive management of maintenance support contracts for plant, equipment and systems across LCRCA estate, ensuring accordance with compliance, best practice and statutory legislation.	E	A, I
Knowledge of relevant Health, Safety and Environmental legislation, policy and procedures including CDM regulations.	E	A, I
Use of knowledge and experience to inform and contribute to future projects	E	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Proficient in Microsoft Office package maintain LCRCA equipment.*	E	A, I
Good communication skills	E	A, I



Good time management skills	E	A, I
-----------------------------	---	------

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Team player	D	A, I
Flexible attitude to work	D	A, I
'Can Do' attitude	D	A, I
Commitment to further learning	D	A, I

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Respectful, Action Focussed	D	A, I

**Key to Assessment Methods:**

A - Application
I – Interview