

Role Profile – The What, The Where, The How

POSITION	M & E Engineer		
TEAM	Property Investment and Compliance	LOCATION	Coastline House
VERSION	3.0	LAST UPDATED	July 2024

THE PURPOSE OF THIS ROLE IS TO

Supporting the M&E Contract Manager with heating and electrical service contracts, ensuring that all properties are maintained to appropriate standards and remain legally compliant at all times. This will include project and budget management of around £2m of planned and responsive maintenance works.

You will be responsible for all heating and electrical information, inspection and documentation.

You will drive Coastline’s energy efficiency and net carbon zero targets through the development and management of a detailed delivery plan. Ongoing management and coordination of grant funding for energy efficiency, including administration of payments with OFGEM and leading on any audits.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you’ll be responsible for:

1. Supporting the management and administration of mechanical and electrical services contracts, currently in excess of £2m per year.
2. Management of mechanical & electrical services including the day-to-day administration of the heating and electrical testing/maintenance/installations.
3. Ensuring that all data within M&E contracts (including contractor systems) remains accurate at all times, using electronic self-audit techniques and internal / external audit services where appropriate to provide assurance and proactive validation.
4. Leading on the electrical planned and remedial works to ensure work is fully documented and compliant with Health & Safety legislation.
5. Proactively driving energy efficiency and carbon reduction through project development, assessment and initiation of energy efficiency improvements to homes in support of Coastline’s Environmental Strategy targets including SAP B and net carbon zero.
6. Leading on identification and progression of bid processes for all energy efficiency and low carbon grant funding opportunities.

7. Dealing with technical issues and related problems escalated by contractor.
8. Project and budget management of electrical testing and services to maintain legal compliance at all times.
9. Supporting the M&E Contracts Manager with planned electrical upgrades and works.
10. Supporting the M&E Contracts Manager with planned electrical heating upgrades.
11. Supporting the M&E Contracts Manager with communal TV/radio systems including day to day technical enquiries.
12. Supporting the M&E Contracts Manager with street lighting repairs including testing, repairs and day to day technical enquiries.
13. Production, management and regular reporting of programs of work.
14. Carrying out post-inspections of installations of Contractor works.
15. Effective customer consultation including report-writing, guidance, presentations and events.
16. Production and supply of all customer related information required to fulfill the projects.
17. Evaluation of sustainable technologies used within the projects.
18. Ensuring that all works are completed in a safe manner with all CDM and Health and Safety requirements adhered to.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
Put our customers first
Be open, honest and accountable
Value each other
Strive to be the best
- Holds a qualification in Electrical or Heating Engineering (or related qualification) and is willing to study for a Gas Safety and Use (Level 4) qualification;
- Has excellent IT skills and the ability to work with complex data;
- Has demonstrable experience in managing contracts or contractors;
- Has practical experience to enable them to inspect heating and/or electrical installations;
- Has a full driving licence and a satisfactory basic DBS check;
- Some experience in the following would be an advantage:

- Ability to prioritise and manage a complex workload
- Project and programme management
- Writing reports or technical analyses
- Reporting and analytical skills
- Dealing with varied customers

General Obligations - For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

- Reports to M&E Contracts Manager
- Responsible for up to 3 staff including Technical Administrator

CONTACTS

Internal

- Colleagues, senior management, Executive Team and Board members

External

- Customers, local authorities, contractors, suppliers, Government agencies, funding agencies, housing associations, voluntary organisations

