JOB DESCRIPTION
BMS Controls Technical Assistant Vacancy Ref: N2728

Job Title: BMS Controls Technical Assistant
Present Grade: Grade 5P

Department/College: Facilities

Directly responsible to: BMS Technician
Supervisory responsibility for: None

Internal contacts
Includes: Facilities staff (particularly Energy Manager, Principal Engineer, Mechanical Engineer, Maintenance Department and Projects Team), Academic Researchers, all university staff and students, tenants and partner organisations.

External contacts
Consultants, Utilities Suppliers, Contractors, Researchers.

The Role
Reporting to the Building Management System (BMS) Technician, you will undertake planned and reactive maintenance and operational monitoring of the Building Management System and other installed energy control systems. This role will enable efficient and reliable energy control and maximize energy cost savings and carbon emission reductions for the University. The role form part of a small, dedicated team working to improve the control and consumption of energy across the University Campus.

Primary duties will include reactive and preventative maintenance of Building Management System installed controls and related engineering systems. Responsibilities include faultfinding, diagnosis and correction, system administration, control system modification and extension, liaison with end users and third party system stakeholders. You will also provide absence cover for the BMS Technician as required.

The BMS Controls Technical Assistant will have experience of working on electrical building services and a strong interest in electrical systems controls, IT networking and computer / logic controls associated with building services engineering systems. Training and development on energy controls provided, and further training in electrical engineering may be available. This role will occasionally be required to work outside of normal working hours.

Major Duties
Following training and familiarisation, the successful candidate will:
- Be responsible for the reactive and preventative maintenance of the Building Management System and other energy control systems.
- Conduct daily reviews of the University’s BMS.
- Respond to breakdowns of the BMS and related systems including out of hours work where required.
- Contribute to the maintenance of BMS documentation.
- Deliver small projects related to the BMS.
- Liaise with the BMS Technician, Energy Manager, Estates Engineering and Maintenance colleagues, academics, students, staff members and other stakeholders of the BMS and other energy control systems.

These duties are performed under the supervision of the BMS Technician; however, the post-holder will be proactive and undertake numerous duties independently.
Minor duties

- Provide absence cover for the BMS Technician.
- Promote and support delivery of energy management initiatives.
- Attend project and site meetings as appropriate.
- Support project contractors on BMS installations as required.

Other duties

- To undertake any necessary training and development.
- Maintenance of confidentiality of information; it will be necessary to comply with requirements related to The Data Protection Act 2018 controls and implementation of the General Data Protection Regulation (GDPR) compliance.
- At all times to carry out your responsibilities with due regard to the University’s code on Equality and Diversity, University Health and Safety Codes of Practice
- To undertake any other duties appropriate to the grade of the post as required by the BMS Technician or university management.