

Job Description

Job title	AP Shift Engineer	Date: 01/09/2025
Reports to (title)	Technical Services Manager	
Contract/Department	BBC / Engineering Critical Services	Revision: 01
Location	Salford, Manchester	

Job purpose

Describe the overall purpose of the job in two or three sentences.

An AP shift engineer is required to supervise the provision of M&E Building services, incorporating maintenance, small works projects and contractor management at a highly critical TV broadcasting TIER 1 facility.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Operational duties includes and not limited to:

- Provide first line technical support
- Manage subcontractor inductions and review/check their competencies.
- Review and approved subcontractor RAMS
- Manage contractors during planned and reactive maintenance tasks to ensure H&S compliance and works completion to an acceptable standard
- Ensure all assigned maintenance activities are carried out effectively, efficiently and safely.
- Complete all assigned maintenance and reactive tasks to ensure KPI and SLA's are met
- Provide technical and hands on support and mentoring for the engineering team
- Operate and maintain advanced plant systems and equipment
- Respond to BMS critical alerts and troubleshoot issues
- Maintain accurate compliance records and documentation
- Ensure compliance with safety and environmental regulations

Authorised HV/LV Person duties includes and not limited to:

- Complete HV Systems checks to HV SS's, BTU's and HV generation
- Complete safety programs for electrical systems
- Issue electrical permit to work

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- Safe isolation of complex electrical systems
- Maintain accurate records and documentation

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

As the authorised person on shift, you will have no direct reports however you will be responsible for the following:

- The full estates' engineering during evenings and weekends
- Managing subcontractors
- All critical plant and breakdowns
- Be the most technical person on site OOH and relied on for making informative and critical decisions with regards to health and safety and plant breakdowns

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Recognized Mechanical/Electrical/HVAC qualifications and apprenticeships C&G, HNC/HND etc.
- Fully qualified electrical C&G 2360 parts 1 and 2
- Testing and inspection 2391 or similar
- C&G 18th Edition
- Proven experience in a similar engineering or technical role with experience in managing a shift.
- Sound working knowledge of HVAC Plant, BMS, motors, pumps, fire systems, UPS's, generators, emergency lighting, lighting controls CASAMBI, DALI
- Strong understanding of mechanical and electrical systems.
- Ability to work independently and as part of a team.
- Excellent problem-solving and communication skills.
- Understanding of H&S policies and procedures, IOSH/NEBOSH preferred
- Strong IT skills
- Strong communicator and decision maker
- Confident in a corporate environment
- Good leadership skills
- Must be willing to do overtime and flexible and able to cover/swop shifts when the

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business requires

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Static shift role 6am – 6pm rotating days and nights on a 4 on 4 off rotation.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	