Nottingham City Council | Housing Services

Post Title: Mechanical and Electrical Services Technician
Grade: NCC Grade H

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

To support/assist the M&E Services Officer/s and contribute to the contract project team and to supervise, motivate and monitor an onsite multi-skilled team to ensure the contracts are completed in time, within budget and to the specified standards. This post focuses on specialist areas within Housing Services, such as electrical testing, electrical installation, fire alarms, CCTV provision, door entry, communal control systems, passenger lifts, domestic lifts and water hygiene.

Responsible for assisting and ensuring effective delivery across Contracts and Projects managed by the Technical Services Team within the company's values and culture, ensuring colleagues are engaged and empowered to deliver.

Working predominately with Contractor partners to achieve specified standards within a framework of corporate policies.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership**: by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.

- **Equality Diversity & Inclusion**: by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.

- **Change & Innovation**: by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.

- **Collaboration**: by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.

2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.

3. To assist and monitor on site performance and take positive action when necessary, to ensure the work is completed on time and budget.

4. To support the delivery of effective quality assurance processes applicable to electrical/mechanical works undertaken on behalf of Nottingham City Council Housing Services, including full QA checks installed systems and present on any findings.

5. To be responsible for administration, ensuring all records and recording systems either manual or electronic are accurate and up to date.

6. To oversee all sub-contractors employed are accredited and regularly inspected by the relevant trade accreditation organisations. That all staff employed are trained to the relevant level of experience to undertake the work on behalf of NCC Housing Services.

7. To oversee that all work carried out by directly employed, agency and sub-contractors is undertaken in accordance with the relevant codes of practice and the latest edition as directed by the accreditation organisations.

8. To produce/update procedures and policies that ensures the effective delivery of the service.

9. To provide technical and regulatory advice and support to the Asset Management section and wider organisation on matters relating to Electrical/Mechanical services.

10. To carry out site inspections during works in progress, and completion of works, ensuring that specified standards and quality are maintained and take positive action where necessary, to ensure the work is completed on time and within budget.

11. To work in partnership with Nottingham City Council Housing Services' appointed Constructor Partners, negotiating 'ad hoc' arrangements and ensuring that their work is carried within corporate and directorate policies and procedures.

12. To contribute to effective working relationship with other sectional and corporate teams and representatives.

13. To ensure that legal, statutory and other relevant provisions governing the service areas is strictly observed.

14. To attend and participate in constructor progress and other client based meetings as required.

15. To process all constructor progress and other client based meetings as required.

16. To investigate and resolve customer complaints within specified targets and corporate and departmental policies and procedures.

Numbers and grades of any staff supervised by the post holder:

To provide advice and guidance (if required) to occasional placement staff trainees and other project team members

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by Head of Technical Services

Date: March 2026

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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.		✓	
Technical Skills and Knowledge	To have an understanding of Electrical / Mechanical legislation and relevant industry regulations and their practical application.	✓	✓	
	Experience in undertaking technical audits.	✓	✓	
	Experience in managing site projects with accountability for contractor delivery and quality control.	✓	✓	
	Strong presentation skills and ability to communicate information to a wide range of individuals and external contacts using a variety of methods.		✓	
	Good interpersonal skills and a proven ability to communicate effectively with customers and colleagues.		✓	
	Engage, motivate and ability to develop people/trainees.		✓	
	Experiencing of assisting Management to improve services and performances	✓	✓	
	Ability to utilise Microsoft Office programmes such as (Word, Excel, Access, Outlook, PowerPoint & Visio) as well as relevant local systems including Northgate and Covalent.	✓	✓	

Qualification requirement	A National Vocational Qualification (NVQ) level 3 in Electrical / Mechanical and/or Current Electrical / Mechanical qualifications (for example City & Guilds, 18th Edition etc), would be desirable. A candidate with trade qualifications but not possessing the qualifications listed above but with a substantial and clearly established track record of success in a relevant field may also be considered.	✓		✓
	Be able to travel independently and efficiently across the city and wider area to meet the requirements of the role. This will typically require a full UK driving licence and access to a vehicle for work purposes.	✓		✓

A - Application	**AC – Assessment Centre**	**D – Documentary**