

JOB DESCRIPTION

Job Title	Building Services Engineer (Gas, Oil & HVAC)		
Service	Regulatory and Operational Services		
Reporting to			
Grade	11		
Evaluation ref:	AG1176	Job Family ref:	
Role Purpose			
<p>The Commercial Gas Engineer/HVAC plays a pivotal role in maintaining, enhancing, and ensuring the compliance of building services across Somerset Council's corporate and commercial property portfolio. This role requires close collaboration with various internal teams and external contractors to ensure that all gas installations and HVAC systems meet the highest standards of safety and operational efficiency.</p> <p>Key aspects of the role include:</p> <ul style="list-style-type: none"> • Supporting the Council's strategy for safe, sustainable, and compliant building operations. • Proactively managing installations, planned and reactive maintenance, and repairs to ensure statutory compliance and minimise operational downtime. • Delivering high-quality service to building users. • Contributing to strategic initiatives such as decarbonisation projects and digital maintenance systems, reflecting a commitment to innovation and best practice in property management. • Directly impacting the safety and comfort of building users, compliance with statutory regulations, and operational continuity of Council services. • Supporting broader organisational objectives, including reducing energy consumption, enhancing asset reliability and contributing to sustainability and decarbonisation initiatives. 			
Accountabilities			
<ul style="list-style-type: none"> • Conduct planned and reactive maintenance of gas and HVAC systems in line with manufacturer and industry regulations, applying strong technical proficiency and attention to detail. • Diagnose complex faults and carry out repairs to minimise equipment downtime and ensure safety, using advanced fault finding and diagnostic skills. • Complete statutory inspections, testing, and certification for gas appliances and HVAC equipment, ensuring compliance with Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation. 			

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- Ensure compliance with relevant legislation, including Gas Safety (Installation and Use) Regulations and F-Gas requirements and Health and Safety at Work Act, by maintaining up-to-date knowledge and applying safe working practices.
- Maintain accurate records of work, inspections, and compliance documentation, demonstrating strong organisational and time management skills.
- Liaise with contractors and suppliers to coordinate specialist works and procurement of parts, using effective communication and collaboration skills.
- Advise on system upgrades, energy efficiency improvements and lifecycle planning, drawing on technical understanding of heating control systems, BMS and energy efficiency regulations.
- Support Health & Safety initiatives, risk assessments and incident investigations, leveraging experience in dynamic risk assessments and safe working procedures.
- Provide technical support and guidance to colleagues and building users, ensuring best practice and compliance with manufacturer instructions.
- Respond to emergency callouts and participate in out-of-hours rota as required, demonstrating flexibility and the ability to work under pressure.

Impact

Plays a pivotal part in safeguarding the safety, comfort, and uninterrupted operation of commercial premises. By maintaining strict statutory compliance and responding promptly to faults or emergencies, this role actively minimises disruption to business activities, protects occupants, customers including the public, building end/service users and upholds the organisation's reputation for providing a safe, efficient, and well-managed environment. Their specialist skills and knowledge not only enables rapid fault diagnosis and effective repairs, but also supports informed decision-making regarding system upgrades, energy efficiency improvements, and lifecycle planning.

Contributes to risk mitigation ensuring that all gas appliances and HVAC equipment meet regulatory requirements and industry standards, thereby reducing the likelihood of accidents or costly downtime. By liaising with contractors, suppliers, and stakeholders, the Commercial Gas Engineer/HVAC also facilitates smooth coordination of specialist work and procurement, helping the business to avoid delays and maintain operational resilience. Their technical guidance benefits colleagues and building users, promoting a culture of safety and continuous improvement throughout the organisation. Without the expertise and proactive approach of this role, commercial sites would face increased risks, greater operational interruptions, and diminished service quality.



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Knowledge / Experience / Skills		
	Essential	Desirable
Knowledge		
Gas Safety (Installation and Use) Regulations 1998 and compliance requirements.	X	
Gas Safe Register: legal requirements for working on gas appliances in the UK.	X	
Building Regulations (including Part L – Energy Efficiency).	X	
Health and Safety at Work Act, risk assessment, and safe working practices	X	
Principles of combustion, ventilation, and fluing for gas appliances.	X	
Technical understanding of heating control systems, BMS, and mechanical systems.	X	
Manufacturer instructions and industry best practice for installation, servicing, and repair.	X	
Emergency procedures for gas leaks and carbon monoxide incidents.	X	
Interpreting technical drawings, specifications, and control schematics.	X	
Knowledge of gas safety regulations and compliance (Gas Safe Register, TPCP1 & 1A, COCN1, CIGA1, CDGA1).	X	
Experience		
Health and safety awareness, including dynamic risk assessments and safe working procedures.	X	
Servicing, maintaining and repairing commercial and domestic heating and hot water systems.	X	
Planned preventative maintenance and breakdown response for gas appliances, heating and water systems.	X	
Heat pumps, plant rooms, and pipework installations in various commercial environments.	X	
Fault-finding and remedial work on HVAC and gas systems.	X	

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Ability to work on call (rota basis) and respond to emergency callouts.	X	
Qualifications / Registrations / Certifications		
Recognised commercial & domestic gas qualifications (eg ACS Commercial Gas, Gas Safe Registration).	X	
OFTEC accreditation.(including for oil-fired systems).	X	
NVQ Level 2 in Refrigeration, Air Conditioning, Plumbing or Heating).	X	
G3 Unvented Hot Water and Water Regulations (WRAS) certification.	X	
Recognised Health & Safety training.	X	
Gas Safe Registration (Commercial).	X	
Asbestos Awareness or other site safety certifications.		X
Additional specialist courses (e.g., Unvented Hot Water, WRAS Water Regulations).		X
BPEC Part L (Energy Efficiency) or equivalent training in energy conservation and low-carbon heating systems.		X
IPAF and/or PASMA certification for working with access equipment		X
Skills		
Technical proficiency in installation, maintenance, and repair of commercial gas and HVAC systems showing attention to detail.	X	
Strong fault-finding and diagnostic skills for gas appliances, boilers, and HVAC equipment.	X	
Ability to follow technical instructions, interpret technical drawings, specifications and control system schematics.	X	
Preventive maintenance planning and execution.	X	
Effective communication skills for client interaction and team collaboration.	X	
Problem-solving and decision-making under pressure within tight deadlines	X	

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Time management and organisational skills to handle workload independently and as part of a team.	X	
Working Conditions		
A full UK driving licence is required to travel to a diverse portfolio of corporate/commercial sites. The role may involve working at height, manual handling and hand and arm vibration.		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: