Post Details	Last Updated: 21st October 2026		
Faculty/Administrative/Service Department	Estates Facilities and Commercial Services (EFCS)		
Job Title	Local Exhaust Ventilation Technician		
Job Family	Professional Services	Job Level	L03
Responsible to	Building Services Engineer		
Responsible for (Staff)	n/a		

Job Purpose Statement

Working as part of the Maintenance Services team and reporting to the Building Services Engineer, the post holder will undertake planned and reactive maintenance activities on Local Exhaust Ventilation (LEV) systems and associated equipment across the University estate. The role supports the operation, safety, compliance and performance of the University's infrastructure and environmental control systems, ensuring assets are maintained in a safe, efficient and serviceable condition and inspected and tested in accordance with statutory and University requirements.

The successful candidate will support the maintenance, inspection, testing and compliance management of the University's LEV systems, working alongside experienced colleagues to develop specialist knowledge and skills in this area. Training and professional development towards recognised LEV qualifications and competency standards will be provided where required. Whilst the primary focus of the role is LEV systems, the post holder may also be required to support wider maintenance activities across the estate where their skills, experience and training can be effectively utilised.

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

1. Assist with the inspection, testing, fault diagnosis and maintenance of Local Exhaust Ventilation (LEV) systems across the University estate, including support of statutory inspection and testing activities in accordance with current legislation, University procedures and user requirements. The University's LEV portfolio comprises approximately 500 assets, including solder fume extraction systems, dust extraction units, fume cupboards, glove boxes and microbiological safety cabinets (MSCs).
2. Support the planned maintenance programme for LEV systems and associated equipment, ensuring assets remain safe, reliable, compliant and fit for purpose.
3. Identify and report defects, performance issues and failing plant through the University's maintenance management processes, ensuring plant rooms and service areas are maintained in a safe, clean and orderly condition.
4. Respond effectively to reactive maintenance requests and breakdowns, undertaking repairs within competence and escalating specialist issues where required.
5. Ensure compliance with all relevant Health & Safety, Environmental and University policies and procedures, and actively contribute to the development and continuous improvement of safe working practices.
6. Use tools, equipment, materials and testing instruments safely and appropriately, ensuring they are suitable for the task, maintained correctly and compliant with current legislation and industry standards.
7. Maintain and develop technical knowledge and skills through training, professional development and attendance on courses relevant to the role, including progression towards recognised LEV qualifications and competency standards where required.
8. Undertake multi-skilled maintenance activities where appropriate training, experience and authorisation have been obtained, including but not limited to mechanical and electrical fault finding, safe isolations, and minor building fabric repairs associated with maintenance works.
9. Complete all administrative and record-keeping requirements associated with the role, including maintenance records, inspection reports, compliance documentation, timesheets, stores transactions, health and safety records and electronic work management systems. Ensure maintenance visits, inspections, defects and remedial actions are accurately recorded and reported through the University's approved systems.
10. Work collaboratively with colleagues, building users, contractors and specialist service providers to support the effective delivery of maintenance and compliance activities across the estate.

N.B. This list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your manager.
- Work supportively with colleagues, always operating in a collegiate manner.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post holder will operate on a day-to-day basis, with minimum supervision from the Building Services Engineer. It is expected that the post holder will complete their tasks within agreed timescales and according to priorities set by the Building Services Engineer and compliance inspection frequencies. This will require the post holder to demonstrate initiative and communicate regularly with the Building Services Engineer on any emergencies or matters arising than may interfere with the successful completion of their tasks.
- Working knowledge of the office suite of office applications in order to plan, record and communicate effetely though report production, email correspondence and diary maintenance.

Problem Solving and Decision Making

- The post holder has authority to shut LEV's down where the LEV is in an unsafe condition throughout the University and must be able to apply their judgement, skills and experience to make these decisions, fully appreciating the impact and risks for business continuity, H&S, staff and student experience associated with their actions.
- The post holder is expected to refer complex issues, such as those arising when dealing with old or dangerous/unsafe installations or those outside of the remit of their role to their Building Services Engineer or the technical engineering experts within the wider EFCS Team for guidance or escalation.
- The post holder is expected to recognise where maintenance work is necessary and to take a pro-active approach, working with the Helpdesk to capture and identify any failing building fabric or out of service plant they may encounter when completing their duties. In addition, the post holder will work to ensure the asset records, where relevant remain up to date by ensuring any untagged equipment is captured and submitted for addition to the formal record. Where equipment is being replaced the post holder will need to confirm with the Building Services Engineer the appropriate action.

Continuous Improvement

- The post holder will suggest minor improvements to working processes/systems, and where relevant, implementation may occur at a higher level or be overseen by other teams.
- The post holder may be required to attend and complete cross-skill and other developmental training as part of the ongoing development of the Maintenance Services Team.

Accountability

- The post holder shall work at all times in accordance with the University's Health & Safety, Environmental and Safe Systems of Work requirements. They are responsible for identifying and immediately reporting any unsafe conditions, defects, incidents or compliance concerns that may place the University, its staff, students, visitors or contractors at risk.

- The post holder shall undertake a Point of Work Risk Assessment (POWRA) before commencing any task and must ensure they have the necessary competence, authorisation, information, tools, equipment and personal protective equipment (PPE) to carry out the work safely. Where these requirements cannot be met, work shall not proceed and the matter must be escalated to the relevant Building Services Engineer.

- The post holder will be expected to work independently for much of the time, responding to planned and reactive maintenance activities with minimal supervision. Within the limits of their training, competency and authorisation, they will be expected to make operational decisions, take ownership of assigned work and determine appropriate corrective actions.

- Whilst the role has a primary focus on Local Exhaust Ventilation (LEV) systems, the post holder will be expected to maintain a broad understanding of other building services disciplines and may be required to support alternative functional areas, subject to operational requirements and direction from the Building Services Engineer.

- The post holder is responsible for ensuring that maintenance, inspection, testing and record-keeping activities are completed accurately and in accordance with statutory requirements, University procedures and recognised industry standards.

Dimensions of the role

- The post holder will be responsible for the use and care of any relevant equipment/tools.
- Provide basic, routine guidance and advice to colleagues and new staff.

Supplementary Information

- The role may require the individual to undergo enhanced security clearance checks as part of the control measures required by the University
- The post holder may be required to support the out of hour's rota for the maintenance services team.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	
Minimum requirements qualified to BOHS P601 or equivalent recognised qualifications	D
Minimum of a recognised City and Guilds or equivalent NVQ/technician qualification in Electrical installation, fault finding and maintenance plus several years' relevant work experience.	D
Working knowledge of HSG258 and LEV principles, or willingness to undertake training to develop this knowledge	E
Mechanical/Controls qualification/awareness	D

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/ Desirable	Level 1-3
Thorough knowledge and understanding of the work practices, processes and procedures relevant to the role, which may include broader sector/commercial awareness	E	2
An understanding of the Health and Safety at Work Act, COSHH, DSEAR and any other relevant legislation covering Safety in the Workplace.	E	3
Good understanding of LEV installations/systems or the ability to develop this knowledge through training. This includes but is not limited to: Soldering stations, dust extract, fume cupboards, glove boxes and MSC's.	E	3
The post holder will ideally be working towards or have an electrical or mechanical qualification or will be working towards multi-skilled competency or will be willing to undertake training and development to support multi-skilled working.	D	3
Experience of diagnosing problems on engineering systems	E	2

Special Requirements:	Essential/ Desirable
The post holder may be required to support out of hours rotas as required by the Building Services Engineer to ensure operational effectiveness and business continuity.	E
Must be able to drive and hold a current full EU license or equivalent permanent licence.	E
Willingness to undertake training in other trade disciplines (where appropriate/required)	E

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3
Communication	3
Adaptability / Flexibility	2
Customer/Client service and support	3
Planning and Organising	3
Continuous Improvement	2
Problem Solving and Decision-Making Skills	3
Managing and Developing Performance	n/a
Creative and Analytical Thinking	1
Influencing, Persuasion and Negotiation Skills	n/a
Strategic Thinking & Leadership	n/a

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

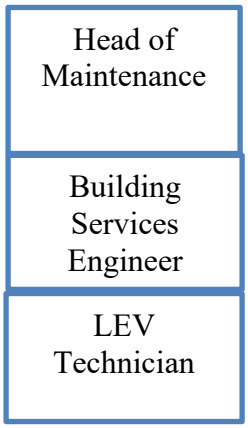
Background Information

Estates Facilities and Commercial Services (EFCS) are responsible for the planning, development and maintenance of the University Estate and provide Support Services to all faculties and departments in the University. The Estate is a key element of the marketability of the University. Estates Facilities and Commercial Services (EFCS) are responsible for the first impression of the organisation and managing the internal and external environment to ensure that staff, students and visitors have a positive experience.

Estates Facilities and Commercial Services (EFCS)has nine main sections:

- Administration, Central Distribution & EFCS Help Desk
- Maintenance Services
- Estates Services
- Projects
- Horticulture
- Sustainability & Energy Management
- Security
- Systems
- Planning and Space Management

Department Structure Chart



Relationships

The post holder will liaise and work with colleagues to complete their objectives and ensure a quality one team approach. There will be regular contact with students and staff whilst carrying out their duties and they are expected to behave in a helpful and courteous manner to always promote a positive image of the department. They will consult with the Service Support Manager and Engineers for advice and guidance and will liaise with external consultants and contractors as required in the completion of their tasks.

The post holder will be familiar with the Universities values and will always work with these standards in mind and be aware of their responsibilities to represent EFCS in a professional and effective manner. This will include embodying the EFCS "one team" approach that supports our colleagues in adjacent teams however we can.

Internal

- Senior colleagues within EFCS
- Colleagues across the broader University
- Health & safety colleagues
- Faculty and key stakeholders

External

- Contractors
- Health & Safety specialists