

ADDENDUM

Addendum to the Call for expressions of interest for contract staff in the following function groups and profiles:

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EPSO/CAST/P/21/2019 Proofreaders FG III

EPSO/CAST/P/22/2019 Translators FG IV

Add

EPSO/CAST/P/23/2022 Building Management - Logistics and technical agent FG II

EPSO/CAST/P/24/2022 Building Management - Building specialist FG III

EPSO/CAST/P/25/2022 Building Management - Engineer / Architect FG IV

Note:

Please note that these profiles include technical codes to identify technical specialities in each function group and special fields, see page 6 and onwards. Candidates are invited to use these codes in the application forms (if applicable, under TAB “Professional Experience” and/or “Education and Training”), to highlight certain skills when describing their professional experiences.

Under

ANNEX I — DUTIES

Add

BUILDING MANAGEMENT - LOGISTICS AND TECHNICAL AGENT (FG II)

The following are some of the technical specialities under this profile:

Logistics support, moves coordination, management of equipment, cleaning supervision and verification; technical maintenance supervision; building helpdesk agent (technical dispatcher).

The main duties can vary from one service to another, but may include the following:

- Dealing with requests for technical help, ensure monitoring, planning and efficient following up of technical interventions
- Cleaning: quality control, service level agreement (KPI), interventions scheduling, agreement on cleaning methodology and process
- Waste management: invoice checking, annual waste inventory
- Allocating office space (offices) in buildings, by drawing up plans, carrying out site visits, drawing up proposals for reallocating office space, etc.
- Management of equipment (inventory, furniture, supplies)
- Coordinating the moves of people and their belongings
- Informing technical services (telecoms, removal men) of changes to office allocation
- Contribute to the technical, administrative and (partially) financial management of the services contracts related to maintenance and/or fitting out
- Contribute to the technical maintenance and overall good state of the buildings
- Contribute to the operational and administrative management of environmental permits, environmental and energy building certifications, contribute to the EMAS Eco-Management and Audit Scheme.

BUILDING MANAGEMENT – BUILDING SPECIALIST (FG III)

The following are some of the technical specialities under this profile:

Structural works: Architecture, interior design, Refurbishment and finishing, Structure;

Special Techniques management: Mechanical and lifts, Hydraulic, Plumbing;

Project & Facility Management: Building Management system, Construction, Site management, Real estate development and acquisitions, Facility management - exploitation, Maintenance management system, Graphic support computer assisted design, Graphic support building information modelling;

Energy and environment management: Electricity mid & low voltage, Data and cabling design, Heating-Ventilation-Air Conditioning, Environment and energy building management, Environment and energy building certification, EMAS Eco-management and Audit Scheme, Air and water quality control;

Health and safety management: Security infrastructure, Fire safety infrastructure, Safety and health matters coordination, Prevention counselling;

The main duties can vary from one service to another, but may include the following:

- Carrying out executive and supervisory duties relating to building upkeep and maintenance
- Carrying out executive and supervisory duties relating to energy and fluid consumption in buildings
- Carrying out executive and supervisory duties relating to fitting or refitting plans of buildings or building systems Participate in the preparation and organisation of public procurement procedures, elaborate project specifications, prepare framework and specific contracts
- Elaborate project strategies and planning, organise quality control, identify and analyse (potential) risk and define and implement risk reduction actions, report on project status, manage modifications/changes during the project
- Carrying out executive and supervisory work concerning the logistics associated with the activities above
- Coordinating and following up executive and supervisory work in relation to the maintenance of fittings and building maintenance on the site
- Follow-up of design and construction activities related to projects for new or existing buildings
- Assist lead project managers in matters relating project programme, project budget and

activity planning

- Assist in elementary/recurrent tasks for the reception of new buildings and/or technical installations
- Assist lead project managers with the control of the design deliverables (from preliminary design to "as built" phases)
- Assist lead project managers with the reception of new buildings and/or technical installations
- Managing and implementing Building Information Modelling (BIM) and Computer Assisted Design (CAD) processes
- Carrying out executive and supervisory duties relating to safety, health and prevention matters
- Follow-up and updating of environmental permits, building legal compliance, environmental and energy building certifications and EMAS Eco-management and Audit Scheme; drafting "Green Public Procurement" specifications.

BUILDING MANAGEMENT - ENGINEER / ARCHITECT (FG IV)

The following are some of the technical specialities under this profile:

Projects: Architecture, Refurbishments and finishing, Structure, Building Management system, Maintenance Management system, Building project management, Real estate development and acquisitions, Building Information Modelling (BIM);

Maintenance/Facility Management: Electricity mid & low voltage, Heating-Ventilation-Air Conditioning, Mechanical and lifts, Hydraulic, Plumbing;

Health and safety: Security infrastructure, Fire safety infrastructure, Safety and health matters coordination, Prevention counselling, Environment and energy building certification, EMAS Eco-Management and Audit Scheme;

The main duties can vary from one service to another, but may include the following:

Activities in the field of Projects:

- Manage and follow studies, construction, building layout
- Design real estate projects, monitor their execution in all their phases and in all their aspects (technical, administrative, financial, budgetary) including receptions
- Ensure the planning of acquisitions, constructions and extensions of buildings based on assessments of real estate needs in terms of surfaces, fixtures, equipment, reliability, etc.

Activities in the field of Maintenance / Facility management

- Manage and follow studies, layout, operation (maintenance), reliability of buildings and

their equipment

- Evaluate real estate needs in terms of surfaces, fixtures, equipment, reliability, etc.
- Manage Building Information Modelling (BIM) process implementation.

Activities in the field of Health and safety

- Manage and follow the health and safety aspects during studies, works, operation (projects and maintenance)
- Carrying out executive and supervisory duties relating to safety, health and prevention matters.

General tasks applicable to all types of activities

- Prepare budgets, technical and administrative files, specifications and contracts covering its sector of activity
- Participate in technical and financial negotiations
- Coordinate the work as representative of the client
- Advise the hierarchy on all matters pertaining to the field of activity
- Carry out the presentation and follow-up of referral files of the European institutions
- Organize and manage information and any documentation related to the field of activity
- Managing and coordinating environmental permits, building legal compliance, environmental and energy building certifications and EMAS Eco-management and Audit Scheme, drafting “Green Public Procurement” specifications.

SPECIAL CODES

The codes below (idem in all languages) are meant to facilitate identifying candidates with specific, technical skills. Candidates are invited to use these codes in the application forms (if applicable, under TAB “Professional Experience” and/or “Education and Training”) to highlight certain skills when describing professional experiences. Candidates may use several codes depending on their background. These skills will be assessed throughout the selection procedure.

EPSO/CAST/P/23/2021 Building Management - Logistics and technical agent FG II

Specialisation codes to use, if applicable:

- [CClea] Cleaning supervision
- [CHelp] Technical helpdesk
- [CLog] Logistics agent

EPSO/CAST/P/24/2021 Building Management – Building specialist FG III

Structural works - Specialisation codes to use, if applicable:

- [TArch] Architecture, interior design
- [TRef] Refurbishment and finishing
- [TStru] Structure

Special Techniques - Specialisation codes to use, if applicable:

- [TElec] Electricity mid & low voltage
- [TDaCa] Data and cabling design
- [THvac] Heating-Ventilation-Air Conditioning
- [TIssec] Security infrastructure
- [TIfir] Fire safety infrastructure
- [TMeca] Mechanical and lifts
- [THydr] Hydraulic, Plumbing
- [Tlbms] Building Management system

Project & Facility Management - Specialisation codes to use, if applicable:

- [TCstr] Construction, site management
- [TReal] Real estate development and acquisitions
- [TFm] Facility management - exploitation
- [TImms] Maintenance Management system
- [TGcad] Graphic support computer assisted design
- [TGBim] Graphic support building information modelling

Energy and environment management - Specialisation codes to use, if applicable:

- [TEnvi] Environment and energy building management
- [TEcem] Environment and energy building certification, EMAS Eco-management and Audit Scheme,
- [TEqaw] Air and water quality control

Health and safety management - Specialisation codes to use, if applicable:

- [TSafe] Safety and health matters coordination
- [TCouns] Prevention counselling

EPSO/CAST/P/25/2021 Building Management - Engineer / Architect FG IV

Building Management – Project - Specialisation codes to use, if applicable:

- [PArch]Architecture
- [PRef] Refurbishment and finishing
- [PStru] Structure
- [PElec] Electricity mid & low voltage
- [PHvac] Heating-Ventilation-Air Conditioning
- [PIsec] Security infrastructure
- [PIfir] Fire safety infrastructure
- [PMeca] Mechanical and lifts
- [PHydr] Hydraulic, Plumbing
- [PIbms]Building Management system
- [PBprm] Building project management
- [PEnvi] Environment and energy building specialist
- [PEcem] Environment and energy building certification, EMAS Eco-management and Audit Scheme, air and water quality control
- [PReal] Real estate
- [PBIM] BIM management

Building Management - Maintenance/Facility Management - Specialisation codes to use, if applicable:

- [MArch]Architecture
- [MRef] Refurbishment and finishing
- [MStru] Structure
- [MElec] Electricity mid & low voltage
- [MHvac] Heating-Ventilation-Air Conditioning
- [MIsec] Security infrastructure
- [MIfir] Fire safety infrastructure
- [MMeca] Mechanical and lifts
- [MHydr] Hydraulic, Plumbing
- [MIbms]Building Management system
- [MImms]Maintenance Management system
- [MEnvi] Environment and energy building specialist
- [MEcem] Environment and energy building certification, EMAS Eco-

- management and Audit Scheme, air and water quality control
- [MReal] Real estate
- [MBIM] BIM management

Safety and health matters coordination - Specialisation codes to use, if applicable:

- [HSafe] Safety and health matters coordination
- [HCouns1] Prevention counsellor 1st level
- [HErgo] Prevention counsellor in ergonomics
- [HPsych] Prevention counsellor in psychosocial aspects
- [HHyg] Prevention counsellor in work hygiene

All the other principles of the Call will apply *mutatis mutandis* to Building Management Function Groups II, III and IV.