



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Engineering Technician - Elec

**Job Number:**

**Service:** Compliance & Surveying

**Post Number:** 1002479

**Location:** One Friargate

**Grade:** 6

**Job Purpose:**

Under the general direction of the Area Electrical Engineer; to supervise contractors/repair and maintenance teams undertaking periodic inspections of plant and equipment, and to value and certify payment for work completed. To also carry out inspections of electrical (power, lighting, control and lift installations) in City Council establishments with a view to identifying particular defects or malfunctions and recommend appropriate remedial action.

**Main Duties and Responsibilities:**

1. To ensure that periodic inspections of installations and equipment in City Council establishments, undertaken by contractors & in-house staff, are carried out in accordance with agreed frequency and programme.
2. To Investigate proposals to repair, alter, or extend existing installations, recommending appropriate modifications where required.
3. Prepare specifications/working drawings/tender documents as necessary, to undertake proposal to repair, alter or extend existing installations.
4. Prepare detailed reports on the condition of installation and plant inspected, identifying defects and maintenance requirements and recommending appropriate remedial action to ensure the safety of the user.
5. Initiate appropriate urgent action where installations or plant do not comply, including the immediate isolation/taking out of service any dangerous installation/plant to ensure the safety of the user.
6. Provide support to the Senior Compliance Engineer to ensure the high level of inspection routines required in ensuring the safety of users and general public.
7. Preparation of technical and other reports as required on the safety aspects of the Electricity at Work Act, LOLER Regulations
8. Liaise as necessary with other members of the Compliance and Surveying Team in order to co-ordinate visits of inspection where appropriate.



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Human Resources

9. Organise inspection programmes to ensure minimum disruption of engineering services to the user.
10. Attend meetings with Officers of the Compliance and Surveying Team and others as required, to ensure the co-ordinated organisation of work.
11. Liaise with Service Managers in order to maximise understanding of client needs in relation to inspections, and to ensure client awareness of how and when inspections are to be carried out.
12. Prepare statistics / reports relating to inspections as required.
13. Ensure that all necessary service and certification documentation relating to installation and plant, etc is maintained, accurately filed and is up to date.
14. To ensure Quality Systems of operations are followed.
15. Communicate effectively with other sections and divisions, with City Council departments and with customers.
16. To provide high quality standards of customer care.

Any other duties and responsibilities within the range of the salary grade

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Area Engineer (Electrical)

**Date Reviewed:** November 2020



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## Person Specification

<b>Job Title:</b>	Engineering Technician	<b>Job Number:</b>	
<b>Service:</b>	Compliance & Surveying	<b>Post Number:</b>	1002479
<b>Location:</b>	One Friargate	<b>Grade:</b>	6

Area	Description
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<b>Knowledge:</b>	<p>Practical and theoretical knowledge of engineering installations In depth knowledge of all regulations and safety codes of practice appertaining to the safety of users and general public. Knowledge shall extend to cover mechanical installations with a fundamental understanding of:-</p> <ul style="list-style-type: none"><li>▪ 230/400 Vac power and lighting installations</li><li>▪ Emergency lighting and fire alarm installations</li><li>▪ Passenger &amp; Goods Lift Systems Control and Building Management Systems</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>▪ To estimate costings utilising a Schedule of Rates, for maintenance and minor alterations to building services</li><li>▪ To inspect engineering installations in depth and ensure that they conform with set standards and requirements</li><li>▪ To prepare written detailed reports and recommendations</li><li>▪ Skilled in the use of test instruments</li><li>▪ To give advice in a logical and understandable way</li><li>▪ To work without close supervision</li><li>▪ To communicate both orally and in writing with a range of people</li><li>▪ To make a positive contribution to the safety of users and general public</li><li>▪ Able to identify colour coded cable designation</li><li>▪ Able to gain access to all elements of mechanical installation with suitable access equipment</li><li>▪ To travel to various sites throughout the city during the working day</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Contract supervision</li> <li>▪ Preparation of work specification and drawings</li> <li>▪ Preparation of CDM pre-information packs</li> <li>▪ Preparation of budget estimates for minor improvements works</li> <li>▪ Customer service, identifying customer requirements, planning and implementing response.</li> <li>▪ Monitoring contractor's performance, quality of workmanship and health &amp; safety requirements on site.</li> </ul>
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<b>Educational:</b>	As a minimum ONC in Electrical Building Services Engineering (or equivalent) or able to demonstrate appropriate trade experience
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Able to drive and possess a current full driving licence.</li> <li>▪ Willingness to attend some meetings etc outside of normal working hours</li> <li>▪ Able work in outside elements, walk considerable distances and perform tasks of a physical nature e.g. climb ladders or undertake inspections.</li> <li>▪ This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>
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**Date Reviewed:** November 2020