



Coventry City Council

Job Description

Post:	Maintenance Engineer (Electrical)	Job Number:	
Service:	Repairs and Maintenance	Post Number:	000305
Location:	Whitley Depot	Grade:	6

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

Under the direction of the M&E Facilities Manager you will provide a site based, practical solution to a variety of Building Services related customer needs including, planned maintenance, reactive repairs and minor works.

The role will involve:

- Installing and maintaining Commercial Electrical Lighting systems
- Installing new EV Charging points
- Installing and maintaining Fire Alarm systems
- Installing and maintaining commercial appliances like electric cookers
- Installation and alternations of electrical fixtures & fittings
- Undertake Electrical Inspections
- Electrical Health & Safety and Compliance

Main Duties and Responsibilities:

- Responsible for carrying out all work in compliance with industry standards, British standards and applying all relevant Approved Codes of Practice
- Attend and resolve reactive repair works as issued by the planners within set time frames to ensure client expectations are met. Carry out fault diagnosis and repairs within the trade area.
- Undertake new Electrical installations/improvements including the replacement of existing equipment. To install new Lighting schemes and associated controls.
- Proactively identify and undertake Electrical installation works and generate estimates for the works.
- Liaise with customers ensuring that works are carried out satisfactorily and to their specification. Communicating with customers to set expectations.
- Undertake electrical planned preventative maintenance works, within set time frames to ensure statutory compliance.

- Undertake and be able to carry out general electrical duties including alterations to circuits and fixtures and fittings while understanding any risks.
- Learning and understanding statutory compliance with industry standards, British standards and applying all relevant Approved Codes of Practice.
- Ensuring that your personal skills, knowledge and qualifications are up to date as required by changing legislation.
- Assist in providing accurate reporting of progress and solutions to management and office colleagues.
- Responsible for the maintenance and/or safe use of any equipment, plant, vehicle or tools issued for the purpose of carrying out tasks.
- Use the computer aided facilities management system to accurately record and report work details and materials used on all jobs.
- Ensure that the security and good housekeeping of all sites, equipment, and stores are kept to required standards.
- Identify and bring immediately to attention any safety matter identified to their peers/management.
- Compile competitive and accurate quotations / estimates in an expedient manner upon request for both new projects and remedial works.
- Be a part of the out of hours on call rota when required
- Any other duties and responsibilities within the range of the salary grade.

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 Workforce 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: Facilities Manager M&E

Date Reviewed: May 2021



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Installation and maintenance of commercial electrical systems• Safe working practices and maintaining a safe working environment
	<ul style="list-style-type: none">• Statutory Electrical compliance• Customer care practices environment

Skills and Abilities:	<ul style="list-style-type: none">• Industrial and commercial installations• Domestic installations• Fault finding• Electrical inspection and testing• Fire/security systems• IT data installations• Full valid UK Driving Licence
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Experience:	<ul style="list-style-type: none">• Approved apprenticeship or similar relevant experience• Working in a maintenance environment.• Working in a similar commercial environment.
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Educational:	<ul style="list-style-type: none">• Approved City and Guilds/CITB qualification• 18th Edition IEE Regulations• 2391 Inspection and Testing
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Special Requirements:	<p>Must be prepared to be flexible on working hours. Typically, 7.30 start. Weekend working may be required. You will also be required to go on an out of hours Rota.</p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p>
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Date Reviewed: May 2021