



## Job Description

<b>Job Title:</b>	Graduate Electrical Services Engineer
<b>Team/Service:</b>	Property Services Group
<b>Business Unit:</b>	TDA
<b>Responsible To:</b>	Senior Electrical Services Engineer
<b>Accountable To:</b>	Property Services Manager
<b>Salary Grade: (<i>Spinal column points</i>)</b>	F

### 1. Key Purpose of Job

- 1.1. To assist in providing effective and efficient professional support in the field of Electrical Building Services Engineering
- 1.2. To work alongside the engineers in the design, construction and maintenance of electrical and other related services in buildings and public spaces.

### 2. Anticipated Outcomes of Post

- 2.1. To gain experience and develop so that eventually you will become self sufficient and undertaking your own projects and the accepted duties of a professional engineer within the spheres of Electrical Building Services Engineering.

### 3. List Key Duties and accountabilities of the post

- 3.1. Assisting the Electrical Building Services Engineers in designing, specifying, preparing contract documents, evaluating tenders, letting contracts and supervising works on site for mechanical services engineering using the appropriate components and techniques.
- 3.2. Carrying out surveys and feasibility studies and preparing reports and estimates.
- 3.3. Keeping abreast of current legislation, working in collaboration with the engineers and surveyors in taking appropriate measures regarding Health and Safety, Carbon reduction technology, COSHHE, Building Regulations and CDM, Pollution of the Environment, etc.
- 3.4. Working alongside engineers and surveyors in liaising with Architects, Building Surveyors, Contract Managers, Mechanical Engineers and Clerks of Works in respect of relevant projects both internal and external (via framework agreements).
- 3.5. The spheres of influence included in this post under supervision, are as follows: The spheres of influence included in this post are as follows:  
Heating and Ventilation controls, Smoke Venting Systems, Electrical power distribution, Lighting, Emergency generators, Fire detection and alarm systems, Emergency lighting, Security Systems, Lighting Protection Systems, Public address systems, Lifts, Hoists, Patient handling equipment, Access controls, Data installations and CCTV system.
- 3.6. To assist the Electrical Building Services Engineers in ensuring all statutory inspections,

testing and monitoring is undertaken within the relevant protocol.

**4. Give examples of the typical types of problems and decisions the post will be required to make**

- 4.1. To gain experience in working to limited timescales, restricted budgets in the design of mechanical building services installations, suitable to meet the exact requirements of the building occupants and current legislation.
- 4.2. Preparation of drawings, specifications and tender documentation with the support and guidance of the engineers and surveyors.
- 4.3. To assist in the resolution of emergency breakdowns.

**5. Budgetary / Financial Responsibilities of the post**

- 5.1. To work alongside engineers, assisting in Controlling works in progress, keeping records of costs and negotiating and settling final accounts.
- 5.2. To assist in the planning and organisation programmed maintenance and reactive maintenance and keeping appropriate records and maintaining cost control.

**6. Supervision / Line Management Responsibilities of the post ( Please show / provide organisation structure as an appendices, showing official reporting lines**

- 6.1. There are no supervisory or line management responsibilities.
  - Responsible for the day-to-day maintenance of health and safety of their team members.
  - Ensure that team members receive adequate instruction and training for them to carry out their duties competently and safely.
  - Ensure that risk assessments are undertaken to eliminate or control risk, and to ensure safe working practices are developed and implemented to minimise risks so far as is reasonably practicable.
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  - Ensure that all personnel adhere to safe working practices.
  - Ensure that accidents/incidents involving team members are reported and investigated.
  - They will ensure that Service Heads are advised of any defect or hazards which they cannot rectify themselves.
  - They will ensure that effective supervision of employees is maintained at all times and particularly with new or inexperienced people.
  - Providing such assistance as may be requested by the Property Services Manager in effectively managing the Section.

**7. Working Environment & Conditions of the post**

7.1. Normal working environment and conditions

**8. Physical Demands of the post**

8.1. Normal Physical Effort

**9. Specific Resources used by the post**

9.1. None

**10. Key Contacts and Relationships**

**10.1. External**

To collaborate with colleagues in liaising with Clients as required for individual schemes and to suit each Clients need. Including Clients, Contractors and Members of the public.

Torbay Council including councillors as required to achieve outputs as required by Clients.

**10.2. Internal**

Working with and supporting colleagues in Liaising with each Client as required for individual schemes and to suit each Clients need.

Working closely with colleagues within Property Services Group and with staff at all levels within TDA.

**11. Other Duties**

To undertake additional duties as required, commensurate with the level of the job.

## Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The TDA adopts Torbay Council's Smoke-Free Policy and the post-holder is prohibited from smoking in any corporate buildings or enclosed spaces within the curtilage of buildings. Smoking breaks are not permitted within work time; however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Policies and Procedures.
- d) The post-holder must comply with Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based at Tor Hill House but the post holder may be required to move their base to any other location within the Council at a future date.
- f) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions.



## Personal Specification

### **Note for Candidate**

#### **All Candidates**

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

#### **Candidates who consider that they have a disability**

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.



## Personal Specification

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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> <li>1. Effective interpersonal skills including communication and listening skills</li> <li>2. To gain experience in learning to work to deadlines and targets</li> <li>3. Learn to effectively organise and adapt workload to changing circumstances.</li> <li>4. ICT skills including knowledge of all Microsoft packages e.g. Word &amp; Excel</li> <li>5. A willingness to deliver a high quality service.</li> <li>6. Customer focussed.</li> <li>7. Self-motivated.</li> <li>8. Working as part of a team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Efficient in the use of AutoCAD</li> <li>2. Efficient in the use of BIM (Building Information Modelling)</li> </ol>

Essential Knowledge:	Desirable Knowledge:
<ol style="list-style-type: none"> <li>9. Formal qualifications in Electrical building services engineering on construction sites and existing buildings.</li> <li>10. A working knowledge of current electrical building services statutory regulations.</li> <li>11. Practical knowledge of building services engineering on construction sites and existing buildings.</li> <li>12. Working knowledge of BS 7671 (IEE Regulations), BS5839 (Fire Alarms), BS5266 (Emergency Lighting).</li> <li>13. Working knowledge of Building Management Systems (Schneider Electrics) or similar.</li> </ol>	<ol style="list-style-type: none"> <li>3. Knowledge of current legislation in Building Services Engineering, including HASAW &amp; CDM regulations.</li> <li>4. Health &amp; Safety Knowledge- Construction Skill Certification Scheme (CSCS Card)</li> </ol>

Essential Experience/Achievements:	Desirable Experience/Achievements:
	5. Experience in an Electrical Building Services office.

Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
BTEC HNC/HND in Electrical Building Services Engineering or City & Guilds 4467 Level 4 Higher Professional Diploma In Electrical building services engineering or equivalent	

<u>Essential – Other requirements of the job role</u>
<ul style="list-style-type: none"> <li>• Ability to carry out the physical requirements of the role (i.e. accessing scaffolding and/or ladders)</li> <li>• Ability to travel efficiently around the Bay/South West in order to carry out duties</li> <li>• Ability to accommodate occasional unsociable hours</li> </ul>