

JOB DESCRIPTION



Role title:	Building Services Engineer (Electrical)
Grade and salary:	Grade K – Negotiable - Salary guidance £34,578 - £41,718
Hours:	37 hours per week
Department or Division:	Assets
Location:	Force Headquarters, Ripley
Post reports to:	Head of Capital Construction and Property Maintenance and Senior Building Services Engineer
Suitable for job share or part-time:	Not suitable for job share
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy. MV/SC Vetting Requirements: Five years continuous UK residency is required for this role.
Date last reviewed:	24 th November 2021

PURPOSE AND DESCRIPTION OF JOB ROLE:

To support the Assets Team to ensure that the Fire, Force and Limited Liability Partnership 's (LLP) electrical systems operate efficiently to legislative and best practice standards and allow the Fire, Force and LLP to maintain a service to the people of Derbyshire.

To advise on and ensure that all relevant maintenance contracts are current, effective and responsive to minimise the disruption to Service delivery.

Under the direction of the Property Maintenance Manager and Senior Building Surveyors, to provide input into design requirements and supervise all electrical aspects of new building and maintenance projects covering refurbishment of offices, introduction of new systems to new build situations.

SPECIFIC ROLES AND RESPONSIBILITIES:

To document all systems and installations on the Fire, Force and LLP Estates and support the Assets Team to ensure that regular condition surveys and inspections are undertaken to assess backlog maintenance, priorities and budget cost. Produce accurate reports to support management, maintenance and development projects.

To uphold the Fire, Force and LLP's Values of Performance; Innovation; Responsibility; Respect; Integrity

Assets are responsible for ensuring that all Fire, Force and LLP buildings are maintained in a state that is fit for purpose and the Building Services Engineer (Electrical) will support the Assets Team to ensure that all Electrical installations, UPS and generator systems etc. operate to regulatory standards and within manufactures guidelines.

Have the required knowledge to ensure that the Fire, Force and LLP fully comply with the "Electricity at Work Regulations 1989", including fixed installation and portable appliance testing and certification and keep up to date with changes in associated legislation.

Support the Assets Team to co-ordinate and deliver all electrical planned preventative maintenance, reactive and minor works.

Undertake design, specification, tender and management of small electrical works schemes such as LED lighting replacement, power and data installations etc.

Provide advice in relation to design, installation, testing and commissioning of all electrical aspects of projects ensuring that defective and non-compliant work is challenged and addressed.

Responsible for providing advice and support to the Assets Team and ensuring compliance on all aspects of the installation and maintenance, for example but not limited to, the following areas of legislative work:

- Fire Alarms and extinguishers
- Intruder alarm systems
- CCTV systems
- Door Access systems
- Traffic barrier and control systems
- UPS systems

Support the Assets Team to evaluate tenders with the Procurement Department to advise on the award of contracts, supervise and monitor the delivery of electrical aspects of contracts to ensure all statutory requirements are met.

Undertake and review the power requirements for the whole of the Fire, Force and LLP portfolio.

Provide technical support to the Assets Team, Consultants and Contractors on all electrical design and reactive repair issues when and where required.

Ensure Quality Assurance and Health & Safety procedures are adhered to at all times.

Maintain all necessary records in accordance with good practice for managing property schemes and assets.

Provide regular updates on progress with maintenance contracts and electrical installations in accordance with the monitoring requirements set out by the Head of Strategic Assets.

Liaison with Divisions at all levels and supervision of external contractors, service engineers, commissioning engineers and suppliers as needs arise.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Proven experience of working in a busy, building focused engineering team serving large client estates/portfolios.
- Working towards HND/Degree or similar in Building Services Engineering (IEng or CEng - Electrical) or be able to demonstrate significant work experience in a similar role to that level.
- Preparation of technical reports and specifications.
- Experience of overseeing electrical engineering work (design and installation).
- Ability to work as part of a team or on own initiative.
- Excellent work planning and organisational skills.
- Ability to communicate effectively at all levels.
- Flexible approach to the working conditions and environment.
- Develop appropriate plans, supervise contractors, effectively control project progress and ensure satisfactory completion of all work in a timely, safe manner.
- Proven experience in working with internal and external customers at all organisational levels.

Desirable:

- Associate or full membership of IET with participation in a CPD programme.
- Knowledge of Asset Management Software.
- Experience of Microsoft Office or equivalent.
- Experience of overseeing electrical maintenance and projects.
- Preparation of technical briefing papers and can give effective presentations on technical issues.
- Knowledge of AutoCAD, Cymap and Hevacomp software.
- Knowledge of relevant legislation, e.g. Health & Safety, CDM.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.