



## **Job Description**

**Title – Electrical Engineer**

**Version - 2 Date - 01/03/2016**

---

<b>Post Number:</b>	AP008
<b>Grade /Scale:</b>	PO42
<b>Weekly Hours:</b>	37
<b>Department:</b>	Estates
<b>Status:</b>	Established
<b>Responsible To:</b>	Head of Estates
<b>Responsible for:</b>	N/A
<b>Location Work base:</b>	Force Headquarters
<b>Job Role /Purpose:</b>	To provide electrical services including all aspects of maintenance and capital works and ensure energy efficiency.
<b>Contacts:</b>	Force employees, external contractors and manufacturers, consultants, council departments.
<b>Equality and Diversity</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

---

### **Person Specification**

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education** (including qualifications):

1. To hold an HNC/HND in Electrical Engineering

##### **Work Experience:**

2. Demonstrate substantial (10 years) in electrical technical design and supervision with a proven track record.
3. Demonstrate experience of IEE Regulations and providing specifications and programmes of work.
4. Demonstrate knowledge of safety legislation and statutory duties.
5. Demonstrate computer skills including working knowledge of spreadsheets and databases.
6. Demonstrate experience of managing contractors including multi-disciplined contracts on site.

##### **Personal / Interpersonal Skills, Aptitudes:**

7. To display the ability to collate and present information clearly and accurately often under time constraints.

8. To demonstrate the ability to communicate, consult and advise personnel at all levels both within and outside the organisation.
9. To demonstrate the ability to prioritise workload and perform within demanding deadlines.
10. Full current driving licence and access to own vehicle for business use.
11. Knowledge of the CDM Regulations.

**Special Skills:**

12. Knowledge and ability to operate Building Management Systems such as TREND and Door Access Systems such as Xplan.

**Other:**

Please enter text here

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Knowledge/ Education** (including qualifications):

13. Member of a professional institution relating to the building services field.
14. To hold a degree in electrical engineering.
15. To hold a Health & Safety training qualification i.e. NEBOSH.

**Work Experience:**

16. Substantial experience in surveying electrical installations.
17. Experience of maintaining heating and water systems.
18. Experience of surveying properties to develop a costed planned maintenance programme.

**Personal / Interpersonal Skills, Aptitudes:**

19. Knowledge of energy issues and building management systems.
20. Knowledge of budgeting.

**Special Skills:**

21. Basic knowledge and ability to operate AutoCad.

**Other:**

Please enter text here

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

## **Core Responsibilities/ Accountabilities**

### **Operational:**

Design, prepare documentation, obtain tenders, supervise and administer all aspects of Capital and Revenue projects, adhere to a programme of work, time allocations and maintain a personal level of viability.

Ensure that all necessary inspections and maintenance of plant and equipment as recommended by the manufacturers are carried out.

Implement all reactive maintenance works in all Leicestershire Police Buildings, co-ordinate the day to day activities of contractors. Provide engineering support on maintenance matters. Assess plant and equipment failures/faults and take any necessary action to ensure safety and repair. Inspect the work of contractors to ensure the Force receives an efficient and quality service. Prepare relevant reports and budget costs. Undertake research and development projects.

Undertake energy surveys and where necessary liaise with consultants undertaking surveys on behalf of Leicestershire Police. Monitor and maintain records relating to energy consumption and tariffs throughout the Force and to advise and develop energy conservation measures.

Operate and monitor the Trend building management system, identifying control strategy for each premises taking appropriate action where required. Train other departmental staff to use the Trend system.

Undertake plant efficiency tests and attend the commissioning of new mechanical and electrical equipment installed in new and existing buildings with a view to optimising energy consumption.

Provide specialist support as necessary to the consultants employed by the authority with respect to new building designs and maintenance works, including design of systems where appropriate. Provide technical support to all members of the Estates Department together with advising on budgets.

Develop all designs on sound engineering principles such that they comply with CDM regulations, meet cost estimates, current safety standards, user comfort and cost in use. Undertake feasibility studies and cost estimates for modifications to existing Electrical mains distribution systems based upon sound engineering principles to improve efficiency and/or effectiveness.

Manage and monitor identified budgets, checking all invoices and ensure that charges are correct and that an acceptable service has been provided to the Force. To provide reports as required by the Head of Estates.

Help management and implementation of the Planet FM Facilities Management system.

Development of the Force networked BMS and Door Access Control system.

Ensure compliance with standing orders, Business Plans, Service Level Agreements and Force Policies.

Ensure that all work undertaken complies of all relevant statutes, regulations, by-laws and codes of practice.

Ensure all financial regulations in relation to tenders and contracts are adhered to including the maintenance of accurate records.

Maintain a flexible and positive attitude to change and ensure that any change in circumstances of work practices brought about by current or future legislation or other developments affecting the Police Authority are carried out in an effective an efficient manner.

Undertake other such duties commensurate with the post as may be required for the safe and effective performance of the job. This role description should develop along with the changing demands of policing reflected in Force objective and priorities.

**Management/Leadership:**

N/A

**Technical:**

N/A

**Communication:**

To liaise and update the Head of Estates on a daily basis with general update on project progress.

To liaise with Contractors/Premises Officers/Facilities Officers as necessary.

**Administration:**

N/A

**General:**

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

**Other:**

Please enter text here

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically  
We are innovative and open-minded  
We are emotionally aware  
We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity  
Impartiality  
Transparency  
Social responsibility

---

### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

- 1) Please select one - Recruitment Vetting (RV) ☒ or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) ☒ or Security Check (SC)
- 3) Please select one - Developed Vetting (DV) ☐ or N/A ☒

**Date line manager checked vetting level needed :**

**Car User:** Yes ☒ / No ☐ - Essential /Casual Allowance {*per mile / day etc*}: Essential

**Budgetary Management:** Yes ☐ / No ☒ Budget Value approximate value £ Please enter text here

**Additional Information:** Please enter text here

---

### Reasonable adjustments

Please enter text here

Organisation Chart

Manager Level

Team Leader  
Level

Supervisor Level

Administration Level
Clerk Level

Administration Level
Clerk Level

Administration Level
Clerk Level