Role profile

Job Title:	**Electrical Maintenance Engineer**
Department:	Property Services
Directorate:	Resources

Grade:	9, 10, 11
Post no.:	57032
Location:	Greenford Depot / mobile in the Borough

Role reports to:	Electrical Team Leader
Direct reports:	None
Indirect reports:	None

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To work autonomously as a mobile engineer, performing a range of activities to ensure the safe and efficient operation of a range of building assets and equipment within Ealing Council Buildings.
- To ensure a safe, secure environment of the Council's premises to promote and support the delivery of Council services.
- To deliver a reactive and proactive service across various locations throughout the Borough using an Ealing Council vehicle provided.
- To work flexibly through use of flexi timesheets to meet customers' service needs around the core service hours (7am to 6pm) Mon to Fri and out of hours when overtime for pre-planned work has been authorised.
- To contribute to quality development and in conjunction with the Electrical Team Leader to assist in improvement of the electrical engineering team.
- To liaise and work in close partnership with Property Services, Mechanical and Fabric engineering teams and sub-contractors to provide a comprehensive Engineering service.
- Be responsible for the safe and efficient maintenance of all Electrical assets and equipment, to include but not limiting; lighting systems (internal and external), power supplies, electric motors, switch gear and other building related items when necessary.

Key accountabilities

1. To independently conduct planned maintenance to electrical power and lighting including plant, controls, ventilation, and air conditioning (HVAC) systems.
2. To conduct reactive repairs to electrical equipment, including investigation and identification of faults and component defects, and carry out complex remedial works to a satisfactory standard.
3. To liaise and work in close partnership with the Mechanical and Fabric engineering teams and sub-contractors to provide a comprehensive Engineering service.
4. Be responsible for the safe and efficient maintenance of all electrical assets and equipment, including lighting systems (internal and external), power supplies, electric motors, switch gear and other building related items when necessary.
5. To clearly and effectively document planned and reactive maintenance tasks and actions through production of notes on Personal Digital Assistant (PDA) job reports and Planned Preventative Maintenance (PPM) documentation.
6. To contribute to quality development in conjunction with the Electrical Team Leader and assist in improvement of the electrical engineering team.
7. To ensure compliance through undertaking statutory electrical testing depending on skills and qualifications.
8. To assist the Electrical Team Leader in the preparation of quotes and work authorisation documentation and with ordering materials and equipment as authorised.
9. Receive instruction and competently carry out various tasks assigned to you with minimum supervision including providing support to projects and minor work packages.
10. Access plant and equipment across Ealing Council Commercial buildings and carry out electrical engineering tasks.
11. Inspect and monitor plant, equipment, structures, or the environment to assess condition and performance, and diagnose the cause of faults and component defects to rectify where possible.
12. Detect or assess problems and requirements of critical plant, and report to management any recommended remedial actions necessary.
13. Commission and decommission commercial building equipment and plant, ensuring adequate testing prior to work completion.
14. Operate machines, test equipment and building plant equipment and power tools including drills, grinders, etc.
15. Maintain good relations with all stakeholders including providing excellent customer service through assessment of customer need, meeting quality standards for services.
16. Demonstrate ownership and responsibility for health and safety.
17. Identify and recommend opportunities for developing and improving the quality of the electrical team services and organisational systems.
18. Knowledge of providing customer and personalised services, this includes meeting quality standards for services, and evaluation of customer satisfaction

Key performance indicators

- Annual appraisal targets
- SLA
- Quality Standards
- Customer feedback / surveys

Key relationships (internal and external)

Assistant Director of Corporate Property, Head of Estates, Responsive Repairs Manager, Electrical Team Leader, Stakeholder and Contracts Manager, Facilities Managers, Mechanical and Fabric Team leaders, Contractors and Supply Chain partners, Property Services Helpdesk, Customers, client stakeholders, site managers, school business partners and caretakers.

Authority level

- Accountable for calculating costs of labour, parts, and materials for client quotes in support of the Electrical team leader.
- Working knowledge and understanding of mechanical and electrical control panels including fault finding and trouble shooting.
- Deputise for the Electrical Team Leader during period of absence or delegated tasks.

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Essential knowledge, skills and abilities

1. Extensive working knowledge and experience of maintenance and repair of electrical systems, lights and power, switch gear, plant controls.
2. The ability to work proactively and autonomously across a wide portfolio of commercial buildings delivering value for money building maintenance solutions.
3. Must be organised, demonstrate ownership of issues, committed to high standards and a solution-based approach.
4. Understanding and working awareness and of Health and Safety regulations and systems including statutory compliance, asbestos awareness, working at heights, COSHH, manual handling, slips, trips and falls and PPE sufficient to safely access environments (e.g., plant rooms, washrooms, construction sites, heights, and confined spaces).
5. Ability to work on own initiative and prioritise work schedules.
6. Ability to form positive relationships with colleagues, work flexibly as part of a team and support other functions including Mechanical and Fabric Engineering tiers.
7. Effective verbal and written communication skills including completing job reports in plain English.
8. Computer Literacy including use of handheld PDAs and Microsoft Office packages.
9. UK Driving Licence.

Essential qualification(s) and experience

QUALIFICATION(S), EXPERIENCE AND REGISTRATION (e.g., HCPC)

1. City and Guilds, NVQ Level 2, or completion of electrical apprenticeship.
2. Current BS7671-IET Wiring Regulation 2018 Qualified.

All the above comprises the initial Grade point of the career graded post. The following describes the next grade stage progression points:

Career Grade Progression Criteria:

Grade 10

City and Guilds NVQ-3, Craft Qualification in electrical as listed on the EAL Qualification Guide or mapped equivalent qualification (see NICEIC guidance on this).

- Initial Verification Qualification: 2391 Inspection & Testing or equivalent.
- Trained in use and operation of the Building Management system use at the council (local training can be provided) .
- Ability to implement electrical maintenance solutions in the live environment.
- Experience in completing Electrical Installation Condition Reports, Electrical Installation Certificates and Minor Works Certificates.

Grade 11

- Substantial and proven experience working within the requirements of the current BS7671-IET Wiring Regulation 2018 and Building regulations
- Demonstrable level of competency and understanding of the NICEIC standards with supporting evidence of continued professional development.
- Recognised Health and Safety qualification e.g., IOSH
- Working knowledge and understanding of mechanical and electrical control panels including fault finding and trouble shooting.
- Deputise for the Electrical Team Leader during period of absence or delegated tasks

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards