

Job Description

Job title	Electrical Lead – Authorised Person	Date: February 2024
Reports to (title)	M&E Supervisor	
Contract/Department	3364	Revision: v.1.0
Location	Siemens Gamesa - Hull	

Job purpose

Describe the overall purpose of the job in two or three sentences.

The Electrical Lead is responsible for overseeing and coordinating electrical installation, maintenance, and repair activities within a team or department. This role involves supervising electricians, technicians, and contractors, ensuring compliance with regulations and safety standards, and facilitating efficient project execution. The Electrical lead plays a key role in managing resources, resolving technical issues, and promoting a culture of excellence and safety in electrical operations.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

1. Team Leadership:

- Oversee a team of multi-skilled engineers, technicians, and contractors, providing guidance, direction, and support as needed when works are being carried out.

2. Project Management:

- Plan and coordinate electrical projects, including new installations, upgrades, and renovations, in collaboration with project managers and stakeholders.
- Oversee project execution, resource allocation, and budget management to meet project objectives and deadlines.

3. Technical Support:

- Provide technical expertise and guidance to resolve complex electrical issues, troubleshoot problems, and ensure compliance with regulations and standards.
- Review technical drawings, specifications, and plans to ensure accuracy and adherence to project requirements.
- Check and confirm the accuracy of the work performed and the methods used by engineering staff.
- Assume the role of Authorised Person High Voltage – would be desirable (HV).
- Assume the role of Authorised Person for Low Voltage (LV)
- To support the M&E Supervisor in the day-to-day implementation of EMCOR UK policies, procedures, standards necessary to maintain the integrity of ongoing operational activities and provide high quality service to customers in accordance with the EMCOR UK Integrated Management System, Employee Handbook, M&I Business Plan and Company Safety Procedures/Instructions.
- Assisting the M&E Supervisor in providing accurate record keeping, including completed test sheets, routine rounds inspection sheets and work dockets containing durations of maintenance activities and observations.

4. Safety Compliance:

- Enforce safety protocols, regulations, and best practices to promote a culture of safety and minimise risks to personnel and property.
- Conduct regular safety inspections, hazard assessments, and training sessions to enhance awareness and compliance.

5. Quality Assurance:

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- Implement quality control measures to ensure the integrity, functionality, and reliability of electrical systems and installations.
- Conduct inspections, audits, and quality checks to verify compliance with standards and specifications.

6. Documentation and Reporting:

- Maintain accurate records of project activities, work orders, equipment inventory, and personnel assignments.
- Prepare reports, progress updates, and documentation for internal and external stakeholders as required.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

1. Resource Management:

- Manage resources effectively, including personnel, equipment, tools, and materials, to optimise productivity and cost efficiency.
- Coordinate procurement activities, inventory management, and resource allocation to support project requirements and operational needs.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

1. Education and Certification:

- Degree or diploma in Electrical Engineering, Construction Management, or a related field.
- Valid Electrician certification and apprenticeship
- 18TH Edition
- Initial & Periodic Electrical Inspection and Testing (2391)

2. Experience:

- Significant experience in electrical installation, maintenance, and supervision.
- Demonstrated proficiency in project management, team leadership, and technical expertise.
- Previous Authorised Persons appointment is desirable although training would be provided.

3. Skills and Abilities:

- Strong interpersonal skills, with the ability to motivate, coach, and develop team members.
- Excellent communication and negotiation skills, with the ability to liaise effectively with clients, contractors, and stakeholders.
- Advanced knowledge of electrical systems, codes, regulations, and industry best practices.
- Proficiency in project management tools, software, and techniques for planning, scheduling, and budgeting.
- Ability to work under pressure, prioritise tasks, and make sound decisions in a fast-paced environment.
- Commitment to upholding safety standards, quality assurance, and customer satisfaction.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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- Flexibility to work extended hours, weekends, and travel as required. Work may be performed indoors or outdoors, in various environments, including construction sites, industrial facilities, and office settings.
- Requirement to be perform on call activity as part of scheduled rota.
- May be exposed to electrical hazards, noise, and adverse weather conditions.
- Must adhere to safety protocols and wear appropriate personal protective equipment (PPE) when necessary.

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	