

Job Description

Job title	Electrical Engineer	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To perform all planned and unplanned Electrical engineering activities relating to the running of an efficient contract and supporting the client facilities.

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.

- To carry out PPM and reactive tasks to provide maximum efficiency, availability and reliability.
- Perform testing and inspecting of electrical systems in accordance with industry and site standards.
- Undertake defect surveys on electrical plant and systems and providing reports as requested by engineering management
- Carry out minor new works installations, commissioning and testing.
- Provide assistance to third parties as and when required.
- Act upon reasonable requests from and instructions from Contract Supervisor.
- Liaise with and respond to the Helpdesk ensuring urgent maintenance tasks are responded to within appropriate and contracted timescales
- To partake on call out roster.
- To work reasonable overtime as and when required.
- Assistance on other sites can be expected.

Resource responsibilities

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

Job Description

Person specification

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

- Technical expertise, qualifications or apprenticeship to JIB Approved Electrician or equivalent.
- Qualified and Competent in Electrical Test and Inspection C&G 2391-52 or equivalent.
- Proven experience within a building services environment. It is desirable that the candidate is current and competent in maintaining all electrical systems associated with a data centre and other communications systems
- Knowledge of key operational procedures e.g. time sheets, planned maintenance systems, Quality and Health & Safety.
- Substantial operational and technical experience with demonstrated potential.
- Experience of positively dealing with the resolution of customer problems within specific contracts.
- The ability to communicate with supervisors and peers, providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail or in person.
- The individual must be willing to attain Competent Person (Electrical) HV and LV and Competent Person (Confined Spaces) and with training become appointed in each discipline.
- Smart, presentable appearance
- Personable and approachable
- Good communication skills
- Literate and numerate
- Flexible and adaptable
- Motivated self-starter
- A team player with the ability to work from their own initiative

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.

Line Manager <i>Signature</i>	
----------------------------------	--

Job Description

Print Name	
Date	

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

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	