

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Electrical Design Engineer	JEID	R0216
Salary Grade:	Scale M, SCP 28-30		
Team:	Engineering Maintenance		
Service Area:	Enabling Services - Property Services		
Primary Location:	Remote working and site visits		
Political Restriction	This is not politically restricted.		
Responsible to:	Team Lead Engineering Maintenance		
Responsible for:	NA		

Role Purpose

The post holder will be responsible for the design of Electrical Engineering Installations within buildings of various size, age and construction in conformity with relevant professional and technical standards and statutory requirements.

The post holder will work within a multi-discipline team of professional engineers, architects and maintenance officers responsible for the design of the building installation that fall to the Department as Landlord to control and also to the building user as tenant where they opt to use Property Services.

The post holder will also engage in the commissioning and management of external consultants as required.

The post holder will provide co-ordination between Clients, Consultants, Building Users and Property, ensuring good working relationships with maintenance disciplines and the involvement and participation of the building user.

The post holder will also play a lead role in ensuring the implementation and uniform use of engineering project Health and Safety standards throughout the section. The post holder will also assist the Engineering Team Lead in the updating of Standard Engineering specifications and the planning and resourcing of workload within the section.

Role Responsibilities

To design Electrical Building Services installations in conformity with agreed professional and technical standards and statutory requirements.

Monitor the commitment and expenditure of funds to ensure expenditure is contained within budget allocation.

Prepare feasibility studies, specifications, drawings, contact documentation, orders and running contracts to agreed standards in liaison with Clerk of Works, Architects, Consultants, other design disciplines and Clients. Supervise site meetings as applicable, agree handovers and final accounts.

Carry out designer's risk assessments, review and approve method statements and assist Planning Supervisors in preparation of health and safety plans for CDM requirements. Ensure all project documentation involving CDM documents are available and updated throughout project periods, including Health and Safety files on completion. Carry out full client responsibility.

Carry out site surveys and compile reports, schedules of condition etc as required. Assess compliance with current regulations and be aware of any retrospective requirements for existing installations.

Design power, cabling, distribution systems, interior and exterior lighting installation, design and modification of fire alarms/detection, emergency lighting, security, UPS/IT power systems, standby generator systems, H&V controls, lift installations and all associated electrical building services installations to current regulations and industry standards, using design and drawing packages.

Design schemes with options for energy conservation and evaluation of viability and sustainable development. Lead on all electrical related sustainability and energy conservation issues.

Assist and advise maintenance disciplines with preparation of service contract specifications and documentation.

Commission, brief, manage, monitor and review consultants for individual projects as required. Approve and oversee schemes carried out by consultants.

Achieve customer care standards within the engineering section.

Organise, maintain and progress utility service applications as required.

Assist the Engineering Team Lead in ensuring a proactive approach to keeping up to date with legislative changes and update standard engineering specifications accordingly.

Assist with the annual and on-going workload planning, setting the planned maintenance programme including management of all associated budgets and review and resourcing of all activities within the section.

Lead on and implement ongoing Health and Safety standards and new initiatives and ensure a uniform approach to Health and Safety project documentation throughout the section.

Carry out such additional duties as may be instructed by the Engineering Team Lead within the post holder's technical and professional competence.

To undertake such other duties related to the work of the Council as may be assigned and which are consistent with the nature of the job, its level of responsibility and within the post holder's technical competence.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Qualifications:- Appropriate HNC/equivalent - and appropriate professional membership (The IET /CIBSE)	A, I, D
Experience:- Experience in Electrical Building Services Design	A, I
Good communication and customer liaison skills	A, I
A successful track record in project management	A, I
A successful record of management of contractors on site	A, I
The ability to work within a multi-disciplined team.	A, I
The ability to produce works specifications to obtain quotation on a competitive basis	A, I
The proven ability to successfully manage your own workloads and deliver works on time and within budgets	A, I
Knowledge :- A working knowledge of Hevacomp or equivalent HVAC design packages and AutoCAD	A, I
A sound understanding of Fire Alarm Systems and BS 5839 Standards	A, I, T
An understanding of Emergency Lighting System and Applications	A, I, T
An understanding of Asbestos in Buildings	A, I, T
An understanding of Risk Assessment Methods, H&S and CDM	A, I, T
A sound understanding of Lighting Design techniques and standards	A, I, T
A good working knowledge of the IEE Regulations	A, I, T
A sound understanding of Intruder Alarm Systems, EN50131 (BS4737)	A, I, T
A working knowledge of Lift Installations	A, I
A sound understanding of Building Regulations	A, I
Have the ability to record on surveys the condition of electrical installations	A, I
IT:- An understanding of IT Systems, email, Microsoft Office Suite (or equivalent)	A, I
Skills and personal qualities:- Personal Drive – Ability to achieve results. The desire to work with minimum supervision and be strongly motivated to achieve a high standard	A, I
Planning and organisation – Self-disciplined and able to manage own time, to respond to changing priorities and workload and achieve targets. Ability to manage a wide variety of projects working with both external and in-house professional design and administrative support staff.	A, I

Communication – Ability to communicate effectively both verbally and in writing at all levels	A, I
Teamwork – Recognise individual responsibility to contribute to the performance and success of the team. Understand the needs of others	A, I
Flexible – Maintain a high level of performance under changing conditions, tasks or people	A, I
A full clean driving licence	A, I
Special Conditions:- Physical requirements to undertake inspection of difficult access ie. Plant rooms, roofs, voids, basements etc	A, I
Willing to complete a DBS disclosure if offered the post	A, I

Desirable Criteria

Assessed By:

Experience in public buildings/education sector. Knowledge of maintenance contract/service contract requirements	A, I
A working knowledge of new DDA Requirements	A, I
Membership of the CSCS Card Scheme	A, I
Use of manufacturers design software	A, I
An understanding of lightning protection, earthing and bonding systems	A, I
A working knowledge of IT installations and telephone systems	A, I
A working knowledge of access control systems and CCTV	A, I
A working knowledge of mechanical services	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)

<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	