

Wirral Council: Job Role Descriptor

Job Role:	Electrical Engineer
Service:	Regeneration and Place/Construction and Facilities Management
Reports to:	Manager Building Services and Minor Works
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	REG0051G
Job Family:	Regulation
Grade:	Band H

JOB ROLE PURPOSE

The post holder will be responsible for electrical design and maintenance programmes, requiring considerable initiative, experience, design and project management ability. They will also carry out day to day electrical activities within the corporate environment and local authority schools. Key elements of the role include responsibility for design, specification, quality assurance and programme delivery.

KEY TASKS

1. Responsible for the preparation of reports, cost estimates, undertaking correspondence, conducting meetings, maintaining records and information, supplying advice and attending meetings associated with the operations of the service area.
2. Supervision of installations including issuing instructions to contractors, engineers, consultants and administration of sub-contracts, to their completion.
3. Responsible for providing advice to schools and building managers in respect of electrical maintenance and projects, with particular attention to responsibilities of schools under their delegated funding requirements.
4. Interpret electrical legislation for the benefit of making presentations and briefings for Headteachers, School Business Managers, Site Managers and Governors.
5. Deliver projects that will ensure statutory compliance for the electrical element, including but not limited to fire and security alarms, access controls, CCTV, power data, electrical circuits and lighting.
6. Assist with the introduction and application of new technology and systems in relation to electrical design.
7. Liaise with the Senior Manager, Construction & FM, in order to implement design policy, within the framework laid down by the office and ensure an adequate system of post-contract control.

8. Ensure Health and Safety law and guidance, including safe ways of working, is followed at all times.
9. Responsible for following procurement processes that meet the Council's Contract Procedure rules.
10. Responsible for the preparation of orders on the Concerto system for repair and maintenance works utilising the Council's Schedule of Rates and supervision of the execution of such work as may be required by senior officers.

KEY RESPONSIBILITIES

People

Supervision of contractors, engineers, consultants on site.

Liaise with client departments at senior management level, including Directors, in connection with preparation of briefs for electrical projects.

Ensure that staff and key stakeholders are briefed appropriately in relation to council wide communications and matters relevant to the service area.

Liaise with school heads, governing bodies and business managers.

Liaise with the energy team regarding electrical conditions and assist with the prioritisation of the renewal programme.

Liaise with Corporate Health & Safety regarding policies, legislation and health and safety matters.

Financial

Work to agreed scheme budgets/costs, raising any concerns on a timely basis, seeking additional funding from client if required.

Responsible for processing all payments in connection with electrical work on Concerto and 1-Business systems.

Ensure accurate financial records are maintained.

Responsible for all payments in connection with electrical works for the Capital Programme.

Strategic

Contribute to the annual forward planning process for Children's Services in respect of the electrical aspects of educational buildings.

Resources

Responsible for ensuring all electrical design and maintenance contracts fully comply with the Council's Contract Procedure Rules.

Provide advice for energy saving solutions in respect of electricity ensuring that money is saved and income is generated.

Ensure that solutions comply with relevant legislation.

Planning and Organising

Manage the electrical framework consultants including making appointments and verifying designs.

Responsible for ensuring that information is produced in accordance with the required programme.

Responsible for carrying out all work stages of the electrical design process on schemes of a size and/or complexity commensurate with their experience/qualifications.

Decision Making

Manage own workload, to use discretion and only escalate complex issues.

Work independently to meet deadlines via complete project management.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- HNC/HND Electrical Design or equivalent.

Knowledge & Skills:

- Considerable initiative, knowledge of electrical design and management of projects.
- Extensive knowledge of electrical regulations.

Experience:

- Experience of working as part of a team responsible for electrical requirements within an organisation.

Desirable Criteria

Qualifications:

- BSc in Electrical Engineering or equivalent.

Knowledge & Skills:

- Knowledge of working with framework arrangements in relation to electrical design and construction.
- Knowledge of Quality Assurance.
- Knowledge of MS Excel, Access & Databases.
- AutoCAD.

Experience:

- Experience in electrical design specifically in the public sector e.g. schools, leisure centres and listed buildings such as town halls etc.
- Experience of working with consultants and other agencies.
- Experience of maintaining databases and other information management systems.
- Experience of working as a team member to meet deadlines.
- Experience of Partnering and “Re-thinking Construction” principles.

ADDITIONAL WORK ELEMENTS

- Required to work outside of normal office hours.
- Must be able to travel around the Borough using public or private transport.
- Required to work in more than one location.
- Must hold a full driving licence.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder’s responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service:

Date:
