

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Service Engineer
<u>PAY BAND :</u>	Craft 1
<u>REPORTING RELATIONSHIP</u>	The post holder will report to the Service and Repairs Manager
<u>JOB PURPOSE :</u>	To be responsible to the Service and Repairs Manager for installation and maintenance work of schools and public buildings.
<u>POST NO.</u>	POS000681
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To carry out responsive repairs, maintenance and installation work in accordance with job instructions/specifications.
2. To be responsible for minor installations mixed trade work and maintenance of electrical and mechanical systems across the council's property portfolio and other applicable sites as required.
3. To identify, ensure safe use and maintain in good condition tools and resources (including access equipment) for mechanical activities.
4. To be aware and comply with current legislative requirements relating to the construction workplace.
5. To interpret and comply with drawings, schedules and specifications.
6. To attend briefings when required for safety and policy issues.
7. To maintain all plant and equipment used in good order.
8. To assist supervisors/managers in procuring appropriate materials for the work and on delivery ensure appropriate safe storage, stacking and handling.
9. Carry out any other duties relevant to the position as requested.
10. To maintain a clean and tidy work environment.
11. To work in conjunction with the department's flexible shift patterns.
12. To participate in a rotating call-out rota for public buildings, education and housing premises, which will include evening and weekend working.

13. To undertake any training needs required to advance experience and knowledge and to ensure that up to date procedures and legislation are followed.
14. To comply with risk and method statements and other relevant Health & Safety assessments appropriate to the work.
15. To comply with Darlington Borough Council policy and arrangements in respect of use of Council owned/leased vehicles including maintaining in a clean and tidy condition.
16. To comply with Darlington Borough Council Quality & Environmental policies to ensure BSEN ISO 9001/14001 system requirements are continuously met.
17. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. Carry out your role in line with the Council's Equality agenda.
20. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
23. This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.
24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: June 2019

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PERSON SPECIFICATION

SERVICE ENGINEER

POST NO. POS000681

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Time served electrical apprenticeship	E	
2	18th Edition IEE Regulations or currently working towards.	E	
3	City & Guilds 2391 Level 3 Testing and Inspection or City & Guilds 2395-01 or equivalent		D
Experience & Knowledge			
4	Approximately 3 years' experience of working within a range of buildings e.g. leisure buildings, schools, offices and residential homes		D
5	Experience of maintenance and fault finding on intruder alarm systems, fire alarm and emergency lighting		D
6	Experience of Portable Appliance Testing		D
7	Experience of Hard Wire Testing		D
8	Experience of working with 3 phase electrical systems		D
9	Experience of maintenance and fault finding on air handling units, chiller plant, commercial boiler and heating controls		D
10	Basic knowledge of plumbing systems, in order to carry out basic repairs		D
11	Knowledge of working with BMS Systems		D
12	Experience of working in confined spaces		D
Skills			
13	Able to communicate effectively both verbally and in writing with a range of audiences	E	
14	Able to read and understand drawings and specifications	E	
15	Able to work on own initiative	E	
16	Able to work successful as part of a team	E	
17	Able to apply safe working practices	E	
Personal Attributes			
18	Reliable, a good timekeeper with a flexible approach to work and prepared to work additional hours if required	E	
19	Willingness to undertake relevant training	E	
Special Requirements			
20	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
21	Capable of independent travel to carry out the requirements of the post	E	
22	Possess a fully serviceable set of tools	E	
23	Able to participate in a rotating call-out rota for public buildings, education and housing premises, which will include evening and weekend working	E	
24	Satisfactory standard level disclosure and barring service check	E	

