

**Job Description**

**Job Title: Port Services Engineer**

**Salary Grade:** **Grade 6**

**SCP: 22-25**

**Job Family: Operational Services**

**Job Profile: OP 5A**

**Directorate: City Development**

**Work Environment: Port of Sunderland**

**Reports to: Port Engineering Manager**

**Purpose**

* To supply internal customers with a high quality efficient engineering service.
* Undertake mechanical and electrical repairs and maintenance of Port infrastructure, machinery and equipment.
* Complete relevant reporting and documentation.

Key Responsibilities

* To carry out mechanical and electrical repairs to various items of Port infrastructure, machinery and equipment ensuring compliance with and in accordance with all current relevant codes of practice and legislation.
* Install, repair or replace new, damaged or defective parts or sections of Port infrastructure, machinery and equipment.
* Diagnose malfunctioning systems, apparatus and components, using test equipment and hand tools, to locate the cause of a particular breakdown and correct the fault.
* To undertake verbal communication in person and by means of telephone and UHF digital radio. To maintain verbal/ written (email) communication with Port management and team members to facilitate the exchange of information.
* To complete written documentation to facilitate the recording of maintenance / inspection records etc.
* Establish excellent working relationships with internal departments and third party suppliers of engineering materials and services to ensure they meet organisational demand.
* Make decisions independently and on a daily basis, in relation to safety and operational needs appropriate to the identified risk. Support to make informed decisions will always be available from the Port Engineering Management Team.
* Deal with and solve problems. Problems may be straightforward or varied around practical engineering matters relating to Port operational matters. Specialist professional support will always be available from the Port Engineering Management Team.
* Undertake work independently. Will work with minimal supervision following set procedures and with room for working on own initiative.
* Ensure work is carried out accurately and in an organized and effective way.
* Maintain focus on tasks, even in challenging circumstances to concentrate on the assigned task to ensure a timely and positive outcome, while remaining flexible towards other operational demands.
* Deal with deadlines, interruptions and conflicting demands, to ensure that all work and documentation are completed within appropriate deadlines.
* Contribute to the effectiveness of improvement activity, to provide positive input into the concept of continuous improvement.

Other Duties

* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.