

**Job Description**

**Job Title:** Building Services Engineer (Electrical)

**Salary Grade:** Grade 8

**SCP:** 31 - 35

**Job Family:** Regulation and Technical

**Job Profile:** RT 5

**Directorate:** Corporate Services

**Job Ref No:**

**Work Environment:** Based at the Civic and on site

**Reports to:** Energy Services Manager

**Number of Reports:** N/A

**Purpose:**

To manage complex applications, regulatory issues, projects, schemes and functions with minimal supervision for completion within prescribed timescales, costs and specifications.

**Key Responsibilities:**

**Generic responsibilities**

* To work in partnership with other Sections and Directorates of the Council and external organisations. Assisting in dealing with queries and representations from internal/external clients, Council members and others.
* To promote the culture and vision of the Directorate and the Council through actively co-operating with other Council employees and management.
* To maintain an awareness of relevant Statutory and City Council regulations, procedures and practices and participating in ensuring Directorate compliance.
* To undertake the duties of the post in accordance with the Authority’s Equal Opportunities and Health and Safety Policies and legislative requirements and all other Council Policies.
* To undertake any training or personal development opportunity identified at a time and venue determined by the Head of Property.
* 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

**Service specific responsibilities**

* To undertake surveys of electrical services installations in buildings, to determine current condition and provide advice to clients.
* To provide a comprehensive electrical design service for internal and external clients.
* To project manage electrical installations such as lighting, fire/intruder alarms, UPS, emergency lighting and other electrical related schemes so that these projects are delivered in a cost-effective, affordable and timely manner.
* Attend and if necessary, chair design team/client meetings.
* Liaison with utility organisations, network providers, fire and building control officers and external consultants.
* Production of pre-construction health and safety information to ensure regulatory compliance.
* Commission asbestos surveys and arrange remedial actions.
* Undertake procurement of contractors and goods and services.
* Any other duties commensurate with job profile at the request the manager.