

**Job Description**

**Job Title: Port Electrician**

**Salary Grade:** Grade 6

**SCP:** SCP 22-25

**Job Family:** Operational Services

**Job Profile:** OP 5A

**Directorate: City Development**

**Job Ref No:**

**Work Environment: Port of Sunderland**

**Reports to: Port Assistant Engineering Manager (Premises)**

**Purpose**

* Using a working knowledge of electrical systems to conduct maintenance, repairs, fault-finding, and diagnostics on existing systems.
* Installing new electrical systems, including lighting and heating, maintain systems while upholding safety guidelines and complying with codes and regulations.

Key Responsibilities

* To carry out 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.
* Diagnose and repair electrical problems in commercial and domestic electrical systems, including fault-finding, rewiring, and monitoring of lighting, heating, and alarms systems.
* Conduct routine maintenance and testing on commercial and domestic electrical systems, and ensure installations are to manufacturer standards, including fire alarms and security systems.
* Ensure good quality workmanship, compliant with all relevant building codes, and safety requirements.
* Install all electrical systems to 18th edition wiring regulations, including installing heating and lighting systems.
* Provide professional assessments and advice for supervisors and managers.
* Possess working knowledge of IEE regulations. City & Guilds 2360 and 2382 qualifications, and inspection and testing certificate (2391).
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**Generic Responsibilities**

* Completion of all related paperwork/documentation including job sheets, pre-work assessments, fault reports and material purchase requests.
* 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.
* Undertake work independently. Able to work with minimal supervision following set procedures and with room for working on own initiative.
* 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.
* Contribute to the effectiveness of improvement activity, to provide positive input into the concept of continuous improvement.
* Ensure works are carried out in accordance with council policies and in an efficient and timely manner in accordance with the relevant codes of practice, specifications and manufacturers information.
* Analyse and interpret information, such as the understanding of technical drawings, manuals and work specifications in order to identify and assess problems and develop solutions.
* Ensure all work is carried out in line with trade training, specifications and manufacturers information by carrying out work in a safe and timely manner, including those relating to health and safety, such as COSHH, manual handling, asbestos and work at height.
* Attending and participating in meetings/forum when appropriate.
* Any other duties commensurate to the grading of the post.
* To undertake, training or personal development opportunity identified at a time and venue to keep up to date with developments such as changes to technical knowledge and practices by developing additional skills.
* To promote and champion a positive organisation- wide culture that reflects the Council’s values.

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.