



Job description	
Job title	Graduate Electrical Surveyor (2 years – fixed term)
Grade	Band G / H
Directorate	Resources
Section/team	Assets Service
Accountable to	Senior Mechanical and Electrical Engineer
Responsible for	N/A
Date reviewed	March 2024

Purpose of the Job

The Assets Service is responsible for the maintenance, compliance, and investment of the Council's operational buildings estate. The Service delivers a range of capital improvement schemes associated with its operational buildings and supports the wider Council with the delivery of capital schemes related to major regeneration and development programmes.

The purpose of the job is to assist the Assets Service in the delivery of its electrical maintenance, compliance, and investment obligations and to provide a range of related advice and support to the Council.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To undertake practical training leading to the professional competencies and CEng qualification and to work as an Electrical Building Services Engineer as directed by the Senior Mechanical and Electrical Engineer.
- To provide professional advice to the Council on a full range of matters relating to property owned by the Council.
- To assist in the inspection, measurement, and survey of properties for a variety of purposes to a professional standard.



- To assist with electrical condition surveys of properties to IEE Regulations and professional standards to inform the production of maintenance and capital investment programmes.
- To assist in the preparation of CAD drawings, Works Specifications and Schedules of Work for electrical building capital investment schemes.
- To assist with the monitoring of contractor works to ensure they are delivered in accordance with works specifications and to the required standards.
- To produce minor works tender packages, evaluate tender returns and produce draft approval reports.
- To assist with the delivery of the Council's planned electrical maintenance programme and provide support to the building statutory compliance team as necessary.
- To provide assistance in all aspects of property electrical maintenance, investment and compliance including reactive maintenance advice, planned maintenance advice, safe systems of work, health and safety, building compliance, production of drawings to maintain accurate electrical installation records of Council buildings and authorising payments to contractors for minor works schemes.
- To attend internal council meetings mostly with senior colleagues (for example, with the Planning, Highways, Legal, Health and Safety, Finance and Environmental Health services) representing the Assets Service.
- To attend external meetings mostly accompanied by senior colleagues representing the Council, with contractors and tenants (national, regional, and local contractors as well as individual business owners) and their professional advisors.
- To attend external meetings mostly accompanied by senior colleagues representing the Council with other bodies, partners and agencies and ensure that their views are considered in advising the Council.
- To be aware of the Council's policies and priorities as expressed in its corporate documentation.
- To use the property management information systems and to assist in contributing to the development of those and new systems as required, supplying and maintaining appropriate and accurate management information.
- To support the Assets Service to ensure all building records are up to date and version control is appropriately utilised.



- To deal with other duties as directed by senior colleagues.
- To inspect, measure and survey properties independently as directed by senior colleagues for a variety of purposes to a professional standard.
- To carry out electrical condition surveys of properties independently to IEE Regulations and professional standards to inform the production of maintenance and capital investment programmes.
- To attend external meetings with other bodies, partners, and agencies and ensure that their views are considered in advising the Council.
- To be able to apply the Council's Financial Procedure Rules and Contract Procedure Rules relating to the responsibilities of the role.
- To instruct and liaise with the Council's Procurement Service with regard to tendering and evaluating works packages and through to completion of contract awards.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities.
- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.



- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.