

**JOB DESCRIPTION**

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| **JOB TITLE** | Electrician |
| **SALARY BAND** | SCP 20-23 |
| **REPORTING TO** | Team Leader |
| **POLITICAL RESTRICTION** |  |
| **CONTRACT** | Permanent |

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| **1. Primary Purpose of the Post** |
| Member of the Day Shift team. Required to respond to all planned electrical maintenance and emergency/reactive tasks safely and in the agreed time across the Mersey Tunnels and wider estate as necessary. Working as part of a team, The post will be supervised by a Team Leader under the Principal Officer Works Delivery. |
| **2. Key Role Specific Responsibilities** |
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| • To keep all equipment and facilities running and maintained to high levels  • A proactive approach to all planned maintenance and emergency tasks  • Technical skills  • Listening, Guiding, Developing  • Communication  • Completion of all tasks under the SLA  • Complete all paperwork/ hard copy and/ or electronic copy  • Define, Monitor & Report  • Work alongside contractors to ensure they understand AM needs and ensure appropriate service provision/ support to achieve objectives. |
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| **3. General Corporate Responsibilities** |
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| • Use of computer based preventative programmed maintenance system  • Communication  • Use line reporting system  • Embedment of robust time management systems  - Management and reporting monthly of Absence Management with maximum target not to exceed 7 days per head  • Enhanced flexible working practices to improve efficiency and effectiveness of workforce  - Achieve utilisation for workforce of 85% productivity  • Share best practice, offer suggestions and develop supportive relationships  • Contribute to managing supplier delivery and performance   * Embrace new technology and updating of equipment * Attend training courses as necessary to keep up CPD   • Ensuring members of the Team and other staff are supported proactively in their duties to improve efficiency and effectiveness of Merseytravel.  • Complete all Planned Preventative maintenance tasks safely and on time.  • Respond and resolve all emergency tasks within 24 hours or sooner as required.  • Knowledge of compliance of Health, Safety & Environmental Legislation, Policy and Procedures  • Complying with safe systems of works procedures eg Method Statements, Risk Assessments  • Attendance at required training  • Ensure own health & safety, do not contribute to accidents for others and report any inappropriate acts breaching Health & Safety  • Ensure Health and Safety Targets are achieved  • Understand AM needs and ensure appropriate service provision  • Having an appropriate level of knowledge of equality legislation and how it affects your service area.  • Promoting equality and diversity by:-  - Recognising, addressing and adapting your approach to meet the needs of different customers and;  - Recognising, respecting and valuing the diversity of your colleagues |
| **4. General Managerial Responsibilities** |
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| It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority’s safety plan.  This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing. |



**PERSON SPECIFICATION**

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| **SERVICE AREA:** | **Asset Management** |
| **JOB TITLE:** | **Electrician** |
| **GRADE:** | **SCP 20-23** |

**Note to Applicants. Essential criteria are marked with \*. All other criteria are desirable**.

|  | **CRITERIA** | **METHODS OF ASSESSMENT** |
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| **Qualifications and Training** | **The following will be assessed from the application form;**   * Driving licence – Manual \* * Relevant qualification on appointment – Inspection & testing; City & Guilds in relevant discipline at NVQ Level 3 or equivalent \* * Completion of electrical apprenticeship on appointment and time served with evidence of continuous improvement \* * 18th Edition of IEE Regulations | A, I |
| **Experience & Knowledge** | **The following will be assessed at interview stage and/or job sample test;**   * Relevant experience preferred;\*   - 3 phase pumps and motors  - Ability to read technical drawings   * ICT Skills, use of systems * Experience of working in a customer centred role * Evidence of understanding of delivering Value for money * Knowledge of relevant Health, Safety and Environmental Legislation, Policy and Procedures * Working to tight deadlines * Interpersonal skills * Time management * Communication | A, I |
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| **Skills/Abilities** | Working to tight deadlines  Interpersonal skills  Time management  Communication  Ability to read technical drawings | A, I |
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| **Commitment** | Working in a customer centred role  Team player  Flexible  Attend training courses as necessary to keep up CPD | A, I |
| **Other** |  |  |
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**Key to Assessment Methods:**

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment