**ROLE DESCRIPTION**

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| **Job Title** | Day/Night Team Electrician |
| **Salary Band** | SCP 20-23 |
| **Reporting to** | Team Leader |
| **Directorate** | Place |
| **Service Area and sub area** | Asset Management |
| **Political Restriction** | No |

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| **1. Primary Purpose of the Post** |
| To be a member of the Days / Nights 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 to deliver maintenance and installation projects. The post will be supervised by a Team Leader under the Principal Officer Works Delivery. |
| **2. Your responsibilities** |
| • 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. |
| **3. General Corporate Responsibilities** |
| • 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. Recruitment Plan** |
| Competency Based Interview |

**PERSON SPECIFICATION**

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| **Job Title**: Day/Night Electrician |  |
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| **Criteria** | | |
| **Qualifications and Training** | **E = Essential**  **D = Desirable** | **Identified By** |
| Driving licence – Manual | **E** | **A, I, KO** |
| Relevant qualification on appointment – Inspection & testing; City & Guilds in relevant discipline at NVQ Level 3 or equivalent | **E** | **A, I** |
| Completion of electrical apprenticeship on appointment and time served with evidence of continuous improvement | **E** | **A, I** |
| 18th Edition of IEE Regulations | **D** | **A, I** |

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| **Experience and knowledge** | **E = Essential**  **D = Desirable** | **Identified By** |
| Relevant experience preferred;  -3 phase pumps and motors  -Ability to read technical drawings | **E** | **A, I** |
| Experience of both Installation and maintenance of electrical apparatus and systems. | **D** | **A, I** |
| ICT Skills, use of systems | **D** | **A, I** |
| Evidence of understanding of delivering Value for money | **D** | **A, I** |
| Knowledge of relevant Health, Safety and Environmental Legislation, Policy and Procedures | **D** | **A, I** |

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| **Skills and abilities** | **E = Essential**  **D = Desirable** | **Identified By** |
| * Working to tight deadlines * Interpersonal skills * Time management * Communication * Ability to read technical drawings | **D**  **D**  **D**  **D**  **D** | **A, I** |

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| **Personal Attributes** | **E = Essential**  **D = Desirable** | **Identified By** |
| * Working in a customer centred role * Team player * Flexible * Attend training courses as necessary to keep up CPD | **D**  **D**  **D**  **D** | **A, I** |

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| KO – Knockout question | A - Application | P – Presentation | T - Test |
| FQ – Filter Question | I – Interview | E – Exercise | AC – Assessment |