



Diocese of Westminster

Job Profile	Electrical Engineer
Department	Property Service Office
Employer	Aedificabo Ltd (subsidiary company of the Diocese of Westminster)
Cost Centre	160
Location/Address	Hendon Property Office plus regular travel across the Diocese.
Management of	n/a
Contract type	Permanent
Hours	35 hours per week (Monday-Friday, with some evening work required – time off in lieu)
Salary	Up to £35K depending on qualifications and experience.
Job Reference number	361-160

Job purpose:

Reporting to the Director of Property and through line management working with the Health & Safety Manager to carry out PPM, reactive and breakdown works to all Electrical systems within the site.

Electrical maintenance duties will include annual mandatory checks, 5 yearly EICR inspections with thermographic imaging and lightening conductors where fitted.

The post holder will also carry out minor installation work and will be comfortable engaging with stakeholders providing them with fault diagnostics where necessary.

The post holder must be able to demonstrate relevant knowledge of UPS, Generators & LV systems, which will include the ability to fault find using the production of graphical information and the utilisation of current alarm data.

Principle duties and responsibilities:

Main Duties

Job duties will consist of but is not limited to PPM's and reactive maintenance, consisting of: emergency light testing, fault finding, rewiring, ballast changes, re lamping, etc.

Duties will include:

- Carrying out scheduled PPM and reactive maintenance tasks in maintaining site assets ensuring equipment availability.
- Ensure all mandatory inspections are carried out in line with legislative requirements including PAT and emergency lighting.
- Ensure that routine maintenance is carried out to all building plant, equipment and systems to meet and exceed expectations, and agreed service level agreements including on single and three-phase power.
- Respond to Building Management System alarms, and effect emergency repairs as needed.
- Ensure that suitable spares are available to carry out maintenance works at sites as required.
- Ensure that comprehensive maintenance records are kept in the form of task sheets – hard copy or electronically as required.
- Ensure that Method Statements and Risk Assessments are prepared and adhered to for all tasks carried out to ensure safe working practices
- Take a proactive approach to resolve all day-to-day problems including electrical fault-finding.
- Perform electrical studies (load-flow, arc-flash, short-circuit, coordination, etc).
- Specify electrical distribution equipment, MCC, Motors, Transformers, MV Switchgear, Generators, UPS, Fire Alarm, VFDs, BMS Operation, AHUs, FCUs, Motor, Pumps, Water Treatment (Tap Tests, Dosing, etc).
- Review technical submissions and provide technical resolutions to project, construction, and design issues.

- Maintain the required technical quality of work.
- Maintain planning and cost control on process scope of works.
- Liaise with sub-contractors to develop, deliver and troubleshoot solutions for the on-going projects

Responsibilities:

- The Electrical Engineer will be responsible for undertaking electrical and building maintenance works including PPM servicing, fault-finding and reactive breakdown repairs to electrical building services systems and infrastructure to include power, 3-Phase, distribution, lighting/emergency lighting, lamp/ballast/socket repairs and alarms.
- Ensure that routine PPM is carried out to all electrical plant in accordance with Site task schedules and asset lists.
- Ensure that reactive tasks throughout the building are completed and be proactive in highlighting areas where improvements can be made. These reactive calls to also include concessionary stores and fabric related items.
- Ensure that plant faults and defects are swiftly remedied to maintain plant in serviceable order.
- Ensure that suitable spares are available to carry out both maintenance and reactive works.
- To provide parts inventory and estimated timescales to carry out remedial works.
- Ensure Computer Based Maintenance system is kept up to date and that PPM and reactive tickets are closed out with accurate data captured.
- Ensure that all relevant paperwork is completed regarding reactive, and breakdown works and that it is passed immediately to the Health & Safety Contracts Administrator.
- Ensure that Method Statements and Risk Assessments are prepared and used for all tasks undertaken to ensure safe working practices at all times.
- To develop a good working relationship with all members staff, subcontractors and the client representatives.
- To ensure tasks as directed are completed with the appropriate Health & Safety awareness /implementation.
- Ensure the provision of a Safe and Healthy working environment. This includes the wearing of uniform and PPE as required.
- To operate a Permit to Work System in accordance with Health and Safety procedures.
- To provide out of hours' emergency callout cover out of normal office hours and weekends via a scheduled roster.
- Any other task as directed by the PSO Management Team.
- All other tasks defined by the client.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you must have electrical and mechanical skills, with a bias on Electrical skills; Motors, Sensors, Relays, Drives and PLC (fault finding and basic modifications). In addition, you will also need to be able to demonstrate competence in the following areas.

Skills/competence requirements	Essential/ Desirable
A good basic education is essential, with good written and spoken English and basic Mathematical skills with excellent written and verbal communication skills	E
IT literate	E
Excellent customer facing manner	E
Positive and proactive approach to work and ability to work on own initiative	E
Aware of health & safety legislation and safe systems of work.	E
Experience of maintaining all relevant electrical equipment to clearly defined criteria.	E
Good communication skills and a can-do attitude	E
Good time management skills	E
Good people skills	E
Be proactive and have problem-solving skills	E
Experience of working in building services	D
The ability to progress with several different tasks simultaneously and deliver to schedule.	D
Able to work at heights and have the ability to ascend and descend vertical access equipment.	E
Experience	
Proven electrical installation experience	E

Proven commercial electrical maintenance experience	E
Clean UK Driver's License	E
Qualifications	
Formally trained in an electrical engineering discipline to City and Guilds Level 3 or NVQ Level 3	E
City & Guilds Testing & Inspection (2391 or equivalent)	E
Have a good understanding of SFG20.	D
18th Edition BS7671	D
HVAP and/or LVAP experience	D
Portable Appliance Testing	E
Knowledge of Hazardous Area Classifications and Legislation	D
Familiar with using a handheld PDA/Mobile and compliant with paperwork	D
Character	
Committed to the delivery of excellent customer service,	E
Calm manner, able to work under pressure.	E
Able to make sound decisions when needed.	E
A team player	E
Good verbal and written communication skills	E

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.