

Job Description

Job Title: Service Engineer – High Voltage	Department: Technicians
1. <u>Job Details</u>	
(a) Responsible to : Department Manager (b) Responsible for (subordinates): Technicians and electricians. (c) Working Hours: Basic 40 hours + overtime which may involve out of hours working	
(d) Salary Range: Commensurate with degree of match against qualifications & qualities	
(e) Essential Qualifications: 17th Edition 2391 Inspection & Testing City & Guilds ONC, BTEC ONC, NVQ Level 3 or equivalent City & Guilds IEE 17th Edition Regs ME19 Where an operative can, subject to confirmation, demonstrate exceptional practical site supervisory skills and has the relevant experience the requirements for formal qualifications set out above may be varied.	
(f) Essential Work Proficiency: Proven record of relevant employment history Strong electrical background Working knowledge of High Voltage and Low Voltage electrical distribution networks up to and including 11KV Sound technical and testing knowledge of electro/mechanical and electronic protection devices	
2. <u>Job Summary</u> (Description of main purpose of job):	
(a) The primary role of this position is carrying out on-site maintenance of high voltage and low voltage electrical distribution equipment (up to and including 11KV and associated protection devices located at client sites mainly nationwide but occasionally overseas. (b) Other key elements of the role may include the installation, modification, remedial works to high voltage and low voltage switchgear, generator controls and generator servicing works. (c) The work can be of a physically demanding nature. (d) Working at various site locations in the UK and will be required to carry out work on contracts throughout the U.K. which will involve extensive travelling. Occasional travel abroad.	
(e) Subject to government security vetting procedure and acceptance of a permit to work as required by site-specific safe systems at work	
3. <u>Key Tasks:</u>	
(a) Composing and issuing of site specific Method Statements and Risk Assessments. (b) Carrying out of maintenance to manufacturers recommendations, current guidelines and BGSS procedures. (c) Completion of test sheets on site for typing on return to BGSS. (d) Approving of typed reports prior to issuing. (e) Creating site specific remedial action lists and sourcing parts as required for inclusion in a quotation. (f) Assuming position of responsibility on HV Department projects. (g) Carry out diagnostic checks in order to diagnose faults and rectify as necessary. (h) When not travelling, will be required to assist with general workshop duties (i) Ensure all resources allocated are safely and securely stored while in possession and ensure that returned in a reasonable and appropriate timescales (j) Carrying out site visits as and when requested by the Department Manager (k) Carry out on-call responsibilities on a rota basis (l) Conduct self in a manner, which maintains and enhances working relationship with customer and were possible, capitalise on any networking opportunities to promote the Company and its	

services.

- (m) Complete all paperwork such as time sheets and expense claims in a timely and accurate manner.**
- (n) Ensure that issues and risks are escalated to Management to allow adequate investigation and resolution.**
- (o) Ensure that all actions are considerate and compliant with the quality standards, health and safety standards and Company standards.**
- (p) Observe and demonstrate behaviours in line with the core values of the Company.**
- (q) Approach situations with a responsible, tenacious and accountable attitude**

Person Specification

Job Title: **Service Engineer - HV**

Department:

<p align="center">Qualities</p>	<p align="center">Essential Those qualities which are essential to perform the job.</p>	<p align="center">Desirable Those qualities which allow the job to be performed to the optimum level.</p>
<p>Work Proficiency</p>	<ul style="list-style-type: none"> ○ Proven record of relevant employment history ○ Strong electrical background ○ Working knowledge of HV and LV electrical distribution networks up to and including 11KV ○ Sound technical and testing knowledge of electro/mechanical and electronic protection devices 	<ul style="list-style-type: none"> ○ Previous switchgear modifications ○ Knowledge of mechanisms
<p>Education/Qualifications e.g. academic or professional qualifications.</p>	<ul style="list-style-type: none"> ○ City & Guilds ONC, BTEC ONC, NVQ Level 3 or equivalent ○ City & Guilds IEE 17th Edition Regs ○ 17th Edition 2391 Inspection & Testing ○ ME19 	<p>HNC in an electrical discipline or have suitable alternative qualifications</p>
<p>Skills/Abilities e.g. analytical skills, computer skills.</p>	<ul style="list-style-type: none"> ○ Range of communication skills ○ Basic office skills ○ Excellent planning and organisational skills ○ Ability to carry out diagnostic checks in order to diagnose faults and rectify as necessary ○ Ability to use a laptop computer to carry out diagnostic checks, microphones control/protection systems and re-programme the systems 	
<p>Personal details e.g. leadership, flexibility, team working.</p>	<ul style="list-style-type: none"> ○ Comfortable with ownership and accountability for areas of responsibility ○ Customer focused 	

<p>Other Circumstances Special conditions that apply to the job, e.g. need to travel, work away from home etc.</p>	<ul style="list-style-type: none"> ○ Extensive travel within UK and occasional trips abroad ○ Out of hours working ○ Acceptance of a permit to work as required by site-specific safe systems at work ○ Required to pass Security Clearance for MoD, Police and HM Prison Services ○ Full clean driving licence 	
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Note: This description is not intended to establish a total definition of the job, but an outline of the duties.