

## Job Description – Generator Technician (Mechanical)

Job Title: <b>Generator Technician Electrical/Mechanical</b>	Department: Technicians
<p><b>1. <u>Job Details</u></b></p> <p>(a) Responsible to: <b>Department Manager</b></p> <p>(b) Responsible for (subordinates): <b>Apprentices / Fitters Mates</b></p> <p>(c) Working Hours: <b>Basic 40 hours + overtime which may involve out of hours working</b></p> <p>(d) Salary Range: <b>Commensurate with degree of match against qualifications &amp; qualities</b></p> <p>(e) Essential Qualifications:  <b>City &amp; Guilds IEE 17th Edition Regulations or equivalent</b>  <b>City &amp; Guilds Tech Part 2, BTEC ONC, NVQ Level 2/3 or equivalent</b>  <b>Where an operative can, subject to confirmation, demonstrate exceptional practical site supervisory skills and demonstrates the abilities necessary, the formal qualifications set out above may be varied.</b></p> <p>(f) Essential Work Proficiency:  <b>Time served</b>  <b>Practical, productive and electrical engineering skills</b>  <b>Proven ability and aptitude as Mechanical Fitter</b>  <b>Technical supervisory knowledge so as to be able to work on own proficiently and carry out electrical installation and service work without supervision in the most efficient and economical manner</b></p>	
<p><b>2. <u>Job Summary</u> (Description of main purpose of job):</b></p> <p>(a) <b>Hands on manufacture, maintenance, installation, service and repair to a varied range of diesel driven generating sets, diesel generator control systems and associated equipment including turbochargers and fuel injection equipment.</b></p> <p>(b) <b>The work can be of a physically demanding nature.</b></p> <p>(c) <b>Working at various site locations in the UK and will be required to carry out work on contracts throughout the UK which will involve extensive travelling. Occasional travel abroad.</b></p> <p>(d) <b>Subject to government security vetting procedure and acceptance of a permit to work as required by site-specific safe systems at work</b></p>	
<p><b>3. <u>Key Tasks:</u></b></p> <p>(a) <b>Carry out fault diagnosis and carry out forward planning on assigned work/projects</b></p> <p>(b) <b>Ensure most economical and effective layout of electrical installations together with achieving high level of productivity in work assigned</b></p> <p>(c) <b>Ensure operatives, apprentices and assistants under control carry out all works to required standards</b></p> <p>(d) <b>Ensure spares or materials lists are compiled in good time for work assigned</b></p> <p>(e) <b>Ensure having adequate hand tools to carry out duties</b></p> <p>(f) <b>When not travelling, will be required to assist with general workshop duties</b></p> <p>(g) <b>Ensure all resources allocated are safely and securely stored while in possession and ensure that returned in a reasonable and appropriate timescales</b></p> <p>(h) <b>Carrying out site visits as and when requested by the Department Manager</b></p> <p>(i) <b>Carry out on-call responsibilities on a rota basis</b></p> <p>(j) <b>Conduct self in a manner, which maintains and enhances working relationship with customer and where possible, capitalise on any networking opportunities to promote the Company and its services.</b></p> <p>(k) <b>Complete all paperwork such as time sheets and expense claims in a timely and accurate manner.</b></p> <p>(l) <b>Ensure that issues and risks are escalated to Management to allow adequate investigation and resolution.</b></p> <p>(m) <b>Ensure that all actions are considerate and compliant with the quality standards, health and safety standards and Company standards.</b></p> <p>(n) <b>Observe and demonstrate behaviours in line with the core values of the Company.</b></p>	



# Burtonwood<sup>TM</sup>

Generator & Switchgear Services

- (o) **Approach situations with a responsible, tenacious and accountable attitude**
- (p) **Ensure all identified problems and causes for concern are reported to Department Manager immediately and recorded.**

## Person Specification

**Job Title:** Electrician

**Department:** Technicians

<b>Qualities</b>	<b>Essential</b> Those qualities that are essential to perform the job.
<b>Work Proficiency</b>	<ul style="list-style-type: none"> <li>○ Time served</li> <li>○ Practical, productive and electrical engineering skills</li> <li>○ Proven ability and aptitude as Mechanical Fitter</li> <li>○ Technical supervisory knowledge so as to be able to work on own proficiently and carry out electrical installation and service work without supervision in the most efficient and economical manner</li> </ul>
<b>Education/Qualifications</b> e.g. academic or professional qualifications.	<ul style="list-style-type: none"> <li>○ City &amp; Guilds IEE 17th Edition Regulations or equivalent</li> <li>○ City &amp; Guilds Tech Part 2, BTEC ONC, NVQ Level 2/3 or equivalent</li> </ul>
<b>Skills/Abilities</b> e.g. analytical skills, computer skills.	<ul style="list-style-type: none"> <li>○ Range of communication skills</li> <li>○ Basic office skills</li> <li>○ Excellent planning and organisational skills</li> <li>○ Ability to work independently</li> </ul>
<b>Personal details</b> e.g. leadership, flexibility, team working.	<ul style="list-style-type: none"> <li>○ Comfortable with ownership and accountability for areas of responsibility</li> <li>○ Customer focused</li> <li>○ Technical supervisory knowledge</li> <li>○ Reliable</li> <li>○ Trustworthy</li> <li>○ Enthusiastic</li> <li>○ Flexible</li> <li>○ Ability to work in team</li> <li>○ Make positive contribution to day to day working</li> </ul>
<b>Other Circumstances</b> Special conditions that apply to the job, e.g. need to travel, work away from home etc.	<ul style="list-style-type: none"> <li>○ Extensive travel within UK and occasional trips abroad</li> <li>○ Out of hours working</li> <li>○ Acceptance of a permit to work as required by site-specific safe systems at work</li> <li>○ Required to pass Security Clearance for MoD, Police and HM Prison Services</li> <li>○ Full clean driving licence</li> </ul>

**Note:** This description is not intended to establish a total definition of the job, but an outline of the duties.