

JOB DESCRIPTION

POST TITLE:	Technician Electrician
DIVISION/UNIT:	Construction / Collace Quarry
GRADE:	8
RESPONSIBLE TO:	Project Supervisor (Streetlighting) / Quarry Supervisor
RESPONSIBLE FOR:	Highway/Approved/Chargehand Electrician Public Lighting Operatives

Job Purpose

Streetlighting Post

To undertake electrical maintenance and installation work as required by Lighting Partnership Project Staff, which will include inspection, testing, surveying, installation and data recording.

Quarry Post

To undertake repairs, maintenance and inspection of all electrical equipment associated with fixed plant installations at Collace Quarry.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Demonstrate and exemplify positive behaviour and attitudes that reflect Tayside Contracts' values and vision through co-operative and partnership working with internal colleagues and all external clients, stakeholders and other interested parties.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

Streetlighting Post

4. Instruct, guide, allocate and check the work of others within the project team.
5. Undertake, with minimum supervision, maintenance, installation and repair of road electrical installations within given projects and building electrical work as directed.
6. Proactively carry out work and suggest ideas for the improvement of the lighting service through regular meetings.
7. Ensure that all electrical and other components are utilised in the most economic and cost effective manner, including recycling of equipment where appropriate.
8. Ensure all drawings include alterations (as built), inventory, documents, reports and spare parts required by council policy or legislation are detailed and filed in a manner agreed by the project staff.

Approved

Last Updated 11/05/2016

9. Responsible for the recording of all equipment and plant associated with projects including good housekeeping of workshop, site and vehicles.
10. Driving and operation of MEWP and use ladders and scaffold, as a method of access to plant and lighting columns at various heights and while on the public highway.
11. Ensure the required level of cover during high output periods in association with project staff and other electrical staff. This will require an element of shift working / standby and overtime.
12. Ensure safe working practices are followed while undertaking all duties to protect pedestrians, property and other users of the highway. This will include the setting out of traffic management equipment.
13. Attend meetings, participate in working groups and attend all training and development events in relation to the duties and responsibilities of the post. Including liaising with Police, Public, Contractors and Statutory Undertakers.
14. Participate in the organising of any emergency work and standby arrangements.
15. Conduct pre-start vehicle checks on any vehicles driven on a daily basis, reporting any faults immediately and refuel vehicles at the end of each working day.

Quarry Post

16. Proactively undertake electrical repair and maintenance tasks using own initiative and when instructed to do so by the Quarry Supervisor.
17. Undertake the repair and maintenance of industrial controls.
18. Proactively undertake electrical fault finding.
19. Carry out all scheduled electrical safety inspections and checks in a timely fashion.
20. Assist with statutory electrical inspections.
21. Complete job cards as per the maintenance planning system.
22. Complete risk assessments and method statements relating to maintenance tasks.
23. Undertake daily running inspections and reporting of any defects to the Quarry Supervisor.
24. Order electrical spares and equipment in consultation with the Quarry Supervisor.
25. Maintain adequate stocks of critical electrical spares in consultation with Quarry Supervisor.
26. Ensure that all electrical drawings are correctly detailed, updated and filed appropriately.
27. Maintain good housekeeping standards in the workshop and stores.
28. Operate MEWP and use of ladders and scaffold as a method of access to plant.

- 29. Attend meetings and training courses when directed to do so by management.
- 30. Provide mentoring/training to other members of staff if required.
- 31. Comply with environmental legislation and Tayside Contracts' environmental policy and procedures.
- 32. Work additional hours, including weekends, and occasional shift work when operationally required, subject to reasonable consultation/periods of notice.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with	Responsibility For	Responsibility for	Responsibility for	Responsibility For Physical &	Initiative & Independence	Knowledge
4	4	4	3	4	2	1	2	2	2	3	3	4