

<b>Job Description (JD)</b>	
Job Title	Multi-skilled Engineer - Electrical / Mech
GFSL Pay and Grading Band Level	Pay Band 9
Line Manager	Supervisor
Line Management Responsibilities	None
Department	Operations
<p><b>Purpose of Role</b></p> <p>To ensure the site is maintained to the agreed standard with the undertaking of planned and reactive service and maintenance, breakdown and fault finding and repair tasks on a range of electrical services throughout the estate.</p> <p>To undertake survey inspections for quality control purposes including in confined spaces and at height, recording all work and completing associated registers/logs.</p> <p>The regular supervision of prisoners undertaking quality control over prisoner work as agreed within the Service Specification</p> <p><b>Principal Accountabilities</b></p> <ul style="list-style-type: none"> <li>• To be accountable for the testing and inspection of electrical services within the prison estate in line with the sites maintenance requirements</li> <li>• To complete, test and commission electrical installations in adherence with statutory regulations, industry best practice and Health and Safety procedures</li> <li>• To complete plumbing installations, testing, and commissioning in adherence with statutory regulations, industry best practice and Health and Safety procedures</li> <li>• To take accountability for reactive maintenance within the prison estate in line with the sites long term goals and objectives</li> <li>• To fault find and ensure satisfactory fault rectification maintaining site services levels at all times</li> <li>• To ensure allocated, planned maintenance and small repairs are carried out, undertake service requests raised by the computer aided facilities management system</li> <li>• To ensure all activities are effectively prioritised in-line with local procedures ensuring workload/regime is delivered escalating issues to the Site Manager when required</li> <li>• To supervise prisoners throughout the day and during training</li> <li>• To undertake quality control over prisoner work as agreed within the Service Specification</li> <li>• To undertake general maintenance tasks and survey inspections in areas including confined spaces and at height, recording all work and completing</li> </ul>	

associated registers/logs

- To advise on sufficient levels of stock and request procurement of goods and services and ensure all materials used are logged and are fit for purpose
- To escort technical contractors, working with and supervising them in accordance with Local Security Strategy (LSS) when required
- To maintain regular communications, via radio net, in accordance with LSS
- To comply with all Health and Safety policies, procedures and legislation to ensure statutory and mandatory compliance
- To accept formal appointments as a competent person in accordance with the requirement of GFSL's safe systems of work as required
- To drive estates vehicles and operate plant equipment where required
- To carry out locking duties as required
- To undertake incidental and emergency or urgent tasks and assignments as per Service Specification timescales, in a safe manner
- To contribute to the development of local practice, process and initiatives, ensure consistency across the unit in the application of policies and procedures affecting prisoners and staff
- To actively contribute to the effective management of the tool inventory and maintain security standards within the designated work area
- To positively contribute to the building and development of a culture of excellent customer service, establishing and maintaining an excellent working relationship with the client
- To take accountability for ensuring compliance with health and safety legislation and company policy including undertaking the role of Fire Warden and/or First Aider as required

*The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary.*

**Minimum Eligibility**

All candidates are subject to security and identity checks prior to taking up post.  
All external candidates are subject to 6 months probation.  
Internal candidates are subject to probation if they have not already served a probationary period within GFSL.  
All staff are required to declare whether they are a member of a group or organisation which the Prison Service consider to be racist.

Skills and Abilities	<ul style="list-style-type: none"> <li>• Electrician qualified to C&amp;G 2367 or 2357 (Electrical Installation) and NVQ level 3 in Electrical Installations or equivalent.</li> <li>• Qualified to C&amp;G 2391 - Electrical inspection and testing</li> <li>• Must have a certificate in BS7671 - The Requirements For Electrical Installations, 17th or 18th Edition.</li> <li>• Two years experience working as a test and inspection electrician, in a multi-skilled role or equivalent</li> <li>• Experience working on commercial or industrial electrical systems</li> <li>• Experience working on commercial or industrial heating and water systems is desirable</li> <li>• Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines</li> <li>• Strong communication skills</li> <li>• Basic IT skills including knowledge of Microsoft Office Excel and Word</li> <li>• Good working Knowledge of relevant health and safety requirements</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• At least 2 years Previous experience in a similar role</li> <li>• Experience of taking instructions and following processes and procedures</li> <li>• Experience of working in a team</li> <li>• Experience of working under pressure to tight deadlines</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Good working Knowledge of planned preventive maintenance operations</li> <li>• Relevant professional qualifications</li> <li>• Up to date First Aid at Work Qualification desirable</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Honesty and integrity</li> <li>• Professional and approachable attitude</li> <li>• Willingness to learn new skills</li> <li>• Self-motivated with a positive 'can do' approach to work</li> <li>• Reliable</li> <li>• Well Presented</li> </ul>
Other Attributes and other requirements	<ul style="list-style-type: none"> <li>• Flexible over working hours according to the needs of the business</li> </ul>