



Job description	
Job title	Graduate Electrical Officer
Grade	Band G / H
Directorate	Resources
Section/team	Assets Service
Accountable to	Senior Mechanical and Electrical Engineer
Responsible for	Maintenance, compliance and investment of the Council's electrical installations across its operational buildings estate.
Date reviewed	May 2022

Purpose of the job

The Assets Service is responsible for the maintenance, compliance and investment of the Council's operation buildings estate. The Service delivers a range of capital improvement schemes associated with its operational buildings and supports the wider Council with the delivery of capital schemes related to major regeneration and development programmes.

The purpose of the job is to assist the Assets Service in the delivery of its electrical maintenance, compliance and investment obligations and to provide a range of related advice and support to the Council.

Duties and responsibilities

Grade G – to provide assistance to the Senior Mechanical and Electrical Engineer, , the Group Manager (Building Projects and Maintenance) and the Head of Assets in their respective roles: -

1. To undertake practical training leading to the professional competencies and CEng qualification and to work as an Electrical Building Services Engineer as directed by the Senior Mechanical and Electrical Engineer.
2. To provide professional advice to the Council on a full range of matters relating to property owned by the Council.
3. To assist in the inspection, measurement and survey of properties for a variety of purposes to a professional standard.



4. To assist with electrical condition surveys of properties to IEE Regulations and professional standards to inform the production of maintenance and capital investment programmes.
5. To assist in the preparation of CAD drawings, Works Specifications and Schedules of Work for electrical building capital investment schemes.
6. To assist with the monitoring of contractor works to ensure they are delivered in accordance with works specifications and to the required standards.
7. To produce minor works tender packages, evaluate tender returns and produce draft approval reports.
8. To assist with the delivery of the Council's planned electrical maintenance programme and provide support to the building statutory compliance team as necessary.
9. To provide assistance in all aspects of property electrical maintenance, investment and compliance including reactive maintenance advice, planned maintenance advice, safe systems of work, health and safety, building compliance, production of drawings to maintain accurate electrical installation records of Council buildings and authorising payments to contractors for minor works schemes.
10. To attend internal council meetings mostly with senior colleagues (for example, with the Planning, Highways, Legal, Health and Safety, Financial and Environmental Health services) representing the Assets Service.
11. To attend external meetings mostly accompanied by senior colleagues representing the Council, with contractors and tenants (national, regional and local contractors as well as individual business owners) and their professional advisors.
12. To attend external meetings mostly accompanied by senior colleagues representing the Council with other bodies, partners and agencies and ensure that their views are considered in advising the Council.
13. To be aware of and adhere to the Council's Contract Procedure Rules and Financial Procedure Rules.
14. To be aware of the Council's policies and priorities as expressed in its corporate documentation.
15. To use the property management information systems and to assist in contributing to the development of those and new systems as required, supplying and maintaining appropriate and accurate management information.



16. To support the Property Information Manager to ensure all building records are up to date and version control is appropriately utilised..
17. To deal with other duties as directed by senior colleagues.

The above is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

On passing the CEng Assessment of Professional Competence and achieving CIBSE status the postholder will progress to Band H

Grade H – as Grade G plus: -

- 18.To inspect, measure and survey properties independently as directed by senior colleagues for a variety of purposes to a professional standard.
- 19.To carry out electrical condition surveys of properties independently to IEE Regulations and professional standards to inform the production of maintenance and capital investment programmes.
- 20.To prepare CAD Drawings, Works Specifications and Schedules of Work for electrical building capital investment schemes.
- 21.To monitor contractor works to ensure they are delivered in accordance with works specifications and to the required standards.
- 22.To attend internal meetings with, for example, the Planning, Highways, Legal, Health and Safety, Financial and Environmental Health representing the Assets Service.
- 23.To attend external meetings with other bodies, partners, and agencies and ensure that their views are considered in advising the Council.
- 24.To prepare reports approving contract awards
- 25.To be able to apply the Council's Financial Procedure Rules and Contract Procedure Rules relating to the responsibilities of the role.
- 26.To instruct and liaise with the Council's Procurement Service with regard to tendering and evaluating works packages and through to completion of contract awards.

The above is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.



- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.