

Property Mechanical & Electrical Technician

Job Holder: Property Mechanical & Electrical Technician

Reports to: Property Manager

Grade: Property Mechanical & Electrical Technician

Safety Status: N/A

Date version agreed: 11/03/2020

1. Job Purpose

Carry out planned and reactive maintenance and refurbishment of stations, train maintenance depot and administration buildings. Conduct fault finding, planned and reactive maintenance to depot plant machinery and equipment including FLT's, pump trucks, MEWPs, Overhead Crane, CET (suction pump system), Washplants and fuel systems. Ensure all planned maintenance activities meet statutory requirements. The aims of the role are to maintain assets to ensure safety, to avoid unexpected failures, and repair faults effectively and efficiently to ensure the service is not delayed, to minimise costs incurred due to failures, ensure equipment and facilities are available for use by colleagues, and support the customer experience.

2. Safety Details

A. This job requires Security Clearance (e.g. Running of Special Trains)	N
B. The job holder is required to hold a relevant Track Safety competence (e.g. PTS)	Y
C. This is a Safety Critical Work Post	N
D. This is a Key Safety Post	N
E. Reference to this job is included in the company Safety Certification documents	N
F. This job Manages Employees (undertakes specific tasks indicated in the occupational & operational standards manuals)	N
G. This job Manages Locations (undertakes specific tasks as indicated in the occupational and operational standards manuals)	N

3. Dimensions

A. Financial:

Post holder may be required to use a Company Credit Card, and will be required to follow all processes and procedures associated with use of a Company Credit Card.

B. Staff:

None

C: Others:

None

4. Principal Responsibilities

- Carry out planned and reactive maintenance activities across all company infrastructure including stations, depots and administration buildings.
- This role includes maintenance of specialist depot equipment including Wash Plants, CET, Fuelling systems and other depot plant and equipment.
- Complete all maintenance tasks that are issued, within own competence.
- Complete reactive and planned works in a safe manner to a high-quality standard.
- Communicate with staff and passengers in a professional, polite and helpful manner.
- Support and assist colleagues in the execution of their works.
- Complete detailed reports within the CAFM system, ensuring labour hours, materials used and work carried out are recorded, along with any remedial works required.
- Work unsupervised and use own initiative whilst managing own workload.
- Ensure all work carried out is compliant with the required legislation and standards.
- Carry out all work in a tidy manner and adhere to all company's health and safety policies and procedures.
- Achieve and maintain competence required as identified in the Property Competence Management System, including completing qualifications, training, familiarisation, assessments and refreshers as appropriate.
- Complete any requested duties within your level of competence as requested by the Senior Technicians and Property Managers.
- Drive Company vehicles and travel between sites.
- Ensure activities carried out in respect of the asset portfolio meet statutory requirements, maintain safety, and enable continuity of service.
- Contribute to the maintenance and improvement of levels of customer satisfaction in relation to the station environment.
- Supporting the Asset Management System (AMS) operation to achieve its intended outcomes in line with the Company Asset Management Plan.
- Where required carry out other reasonable tasks as directed where competent to do so.

5. Context

A: Operating Environment:

Works will be completed within stations under high street working environment, train maintenance depots and admin buildings across the West Midlands Trains infrastructure. The postholder may be required to complete work at other stations, depots or admin building sites of other TOCs (Train Operating Companies) and, or Network Rail.

B: Framework and Boundaries:

Carry out maintenance activities to building fabric and equipment on station, depot and admin properties, duties include planned and reactive maintenance of building fabric and depot plant equipment. Tasks can include basic maintenance, such as resolving emergency plumbing issues and interim works to make safe damaged facilities whilst awaiting full repair.

C: Organization:

Please see organization chart(s) at the end of the document.

6. Relationships

A: Reporting lines

Reports to Property Manager.

B: Other Contacts:

- (i) Within the Company:
 - Property Managers
 - West Midland Trains station staff/Fleet operation staff in depots
 - Other members of the property team including help desk operators
 - West Midland Trains staff at all levels

 - (ii) Outside the Company:
 - Material suppliers
 - Network Rail
 - Other Train Operating Companies
 - Transport for West Midlands
 - Local authorities
 - Approved contractors
 - Customers/Passengers
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7. Knowledge and Experience

Required:

- Time served as electrical or mechanical maintenance apprentice (or equivalent), with equivalent trade qualification.
- GCSE level 4 / grade C or above in Math's and English (or equivalent)
- 18th Edition IET wiring regulations, or willingness and ability to complete qualification to achieve
- Knowledge of maintenance on industrial plant equipment, including overhead cranes, pump trucks, MEWPS and forklift trucks.
- Experience of working in an industrial maintenance environment.
- Able to interpret and understand operating and technical manuals.
- Working knowledge of COSHH, working at height & manual handling regulations.
- Able to work on your own initiative.
- Ability to recognise internal and external customer requirements, and interact professionally with all stakeholders

- Good communication skills, written and verbal.
- Work well independently and in a team.
- Basic IT skills (including email) and experience of using computer aided facilities management systems and associated devices
- Hold a full UK driving license with no more than 6 points.

Desirable:

- IOSH Managing Safely
- PTS
- Certification in IPAF and PASMA
- Competent in testing and electrical inspection to BS7671
- Skilled in multiple trades.
- Experience of working on industrial electrics including installation and maintenance of 3 phase supplies.

8. Job Challenge(s):

- *Prioritizing the workload and reacting quickly and efficiently to Health and Safety related issues and high priority faults.*
- *Understanding the responsibility of the train operating company, Network Rail and 3rd parties when it comes to attending faults on stations and depots.*
- *Providing a rapid response to call out duties on stations and depots.*
- *To be flexible with mechanical and electrical maintenance tasks.*

9. Additional Information

- The position is based on a 40-hour week over 7 days, averaged over the roster cycle, which includes weekend working, and one week call out in five weeks (subject to staffing levels) including night working.
- Rosters include rotating shift patterns and may be varied to meet the needs of the business, subject to consultation.
- The post holder may be required to work overtime in the event of an emergency.

10. Sign off

Job Holder:..... **Date:**.....

Manager:..... **Date:**.....

Nominated Deputies

Where a post undertakes the role of Professional Head or Informed Buyer or manages Safety Critical staff a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

Job title of Nominated Deputy:

Name of Nominated Deputy:

Signature of Nominated Deputy:

Date:

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job.

Safety & Environmental Safety Responsibility Statement

It is the line manager's responsibility to ensure that the post holder is fully briefed, and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

1.1 General Responsibilities

- Be aware of WMT and own responsibilities under the Health & Safety at work etc Act 1974 and The Railways and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS)
- Take care of their own safety and the safety of others.
- Ensure that where personal protective equipment (PPE) such as high visibility vest, eye protection and head protection is specified and issued for a particular activity or area, it is used in the appropriate manner.
- Comply with all WMT company policy and standards at all times. The use of mobile phones is prohibited whilst driving as smoking in a company vehicle or the use of prohibited equipment.
- Report to their manager or supervisor any injury, collision, dangerous occurrence or a near miss in which they were involved, or are aware of having taken place at your place of work, or any concern regarding any health or safety issue.
- Co-operate with management in the investigation of injuries, collisions or other incidents, in training programmes, safety campaigns and the achievement of health and safety performance targets.
- Make full use of the Health and Safety Committees by making suggestions to improve health and safety.
- Use hazardous substances, operate plant and equipment in accordance with the information, training and instruction received.
- Ensure that the contractors adhere to the WMT safety policy as per OCC 207.
- Attend any health and safety training identified as necessary for the role via training needs analysis, and implement the learning points from this.

1.2 Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the West Midland Trains safety management system.

1.3 Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

Signed:		Job title:	
Name:		Location:	
Date:			

I have explained the Safety and Environmental Responsibilities associated with the role of *Property Mechanical & Electrical Technician* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

Signed:		Job title:	
Name:		Location:	
Date:			

1.4 Review

This statement will be reviewed annually.

Date
Due:

Date
Reviewed:

Post Holder Signature:

Line Manager Signature:

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