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|  | |  |  | | --- | --- | | Reference No. | IM/HR/JD/126 | | Version No. | 1.0 | | Date Issued. | 01/07/2015 | | Status | Live | | Prepared by. | Tony Ennis | | Checked by. | Mary Saunders | | Authorised by. | John Kennedy | |

**TITLE:**

* SET Craftworker Maintenance (Electrician) – Signal, Electrical & Telecoms Department

**ROLE & PURPOSE:**

* To carry out preventative maintenance tasks as scheduled in IAMS to the specified company standard and within the time allocated on various signalling and telecommunication assets.
* To install, test and commission into service various signalling and telecommunication assets within the cost centre which are required to be replaced to the appropriate company standards ( installed to the correct standards and tested/commissioned in line with company standards)
* Carry out fault repair to a competent standard ensuring assets are tested to the appropriate Set standard
* Attend control rooms and carry out works in line with instructions from the SET supervisor.
* Attend training and development courses provided.
* Carryout work in a safe and diligent manner

**Reporting Relationships**

**Reports to**

* Signalling Supervisor/ Signalling Team leader

**Working Relationship with**

* Assistant Construction manager SET
* Senior Signalling Technical Support Staff
* SET Supervisors
* Other SET Special Class Linesmen
* Permanent Way Supervisors
* Infrastructure & SET Planning personnel
* Technical & Specialist Contractors
* Suppliers
* Railway Safety Commission
* Health & Safety Authority
* Local Authorities

**Key Qualities**

**Essential:**

* Fully qualified time served Electrical tradesman to recognised National Standard.
* Demonstrated experience in installation and testing of electrical systems and sub systems both at management and fault analysis level.
* Demonstrated experience of site work and an ability to work to a deadline under time constraint.
* Ability to work with staff of different backgrounds as part of a team.
* Good communication Skills.
* Work with diligence and be quality conscious.

**Desirable:**

* Good knowledge of Health & Safety Legislation and the Construction Regulations.
* Good problem solving skills
* Ability to be flexible and work well under pressure
* Ability to lead a work group, provide guidance and mentoring.

**Competencies:**

* Safety Focus
* Planning & Organising
* Commercial Awareness
* Relationship Building
* Technical Knowledge

**Specific Responsibilities**

**Engineering**

* Attendance and active participation in the supervisors control rooms within your area and the area covered by the Signalling Manager.
* Ensure compliance with all relevant Standards and statutory requirements of all work carried out by you.
* Provide assistance to the Signalling Supervisor in managing signalling stock for the project, informing the supervisor in a timely manner of equipment requirements.
* Ensure that all works installed by you is done so to the required standard and documented to appropriate current standards.
* Ensure all planned Signalling installations carried out by you are completed in line with programme.
* Ensuring that other employees and contractors under your control execute their daily tasks in a manner that is technically correct, at the correct frequency, with the correct care and in accordance with the SET Documentation.
* Control variances, identify and implement corrective action when required.
* Ensuring that all technical and all asset related forms for works installed by you are completed and that all such information is properly recorded in the information systems and returned to your supervisor.
* Ensuring all tasks completed by you are completed to the appropriate standard.

**Safety**

* Management of asset and occupational safety in accordance with the SET Safety Management System
* To follow the instructions and technical advice of the Technical Manager, Signalling & OHLE and his signalling support staff on Signalling safety and delivering the precautionary/mitigation actions per Risk in accordance with the programme requirements
* Ensuring that you work in a safe manner and attend briefings and/or provide briefing to other members of your team prior to the commencement of any shift.
* Ensuring that all your work activities are executed and that technical defects, hazards or safety risks to the signalling systems are removed.
* Actively participate and contribute to the safety tours as per Safety Management System.
* Actively participate in risk assessments, daily staff briefings and site briefings as per SET Safety Management System.
* Report immediately any safety concerns to your supervisor.

**People**

* Lead and direct Signal Installation staff in your area when necessary, provide guidance and ensure good communication is maintained.
* Ensure you adhere to all Company policies, rules and procedures.
* Actively participate in all training courses provided.
* Work in line with the cost centre roster and the terms stated in the August 2010 SET Craft workers deal.

**Performance measures**

* Achievement of assigned works within agreed time to the required specification and quality.
* Demonstration of commitment and flexibility.
* Demonstration of initiative and proactive approach to problem solving.
* Ability to work either independently or part of a team.
* Excellent communication and reporting.