**EMPLOYEE**

**SPECIFICATION**

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| **Directorate: ENVIRONMENT AND PROPERTY** | | **Section: OPERATIONAL PROPERTY** | |
| **Post: EPOP02003** | **Designation: Technical Officer – Electrical Services** | | **Grade: 10** |

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| **Qualification:** | | | |
| E | Level 3 NVQ Diploma in installing Electrotechnical systems & equipment or equivalent | | |
| E | Level 3 award in the Periodic Inspection, Testing & Certification of Electrical Installations | | |
| D | Membership of a relevant professional Institute – e.g. NICEIC Qualified Supervisor | | |
| D | Health & Safety qualification | | |
| Knowledge/Skills/Abilities: | | | |
| E | Excellent communication skills | | |
| E | General Construction knowledge | | |
| E | Knowledge of electrical engineering regulations & their implementation | | |
| D | Knowledge of Health & Safety legislation | | |
| D | Ability to use computers (CAD, spreadsheets & databases) | | |
| D | Ability to manage staff & develop rapport with other team members | | |
| D | Ability to make effective use of resources and to plan and prioritise workload on both reactive and planned projects | | |
| D | Knowledge of building services systems, including HVAC systems, H&C water systems, electrical services, gas services, fire & security alarm systems, CCTV systems, lift & escalator installations, heating systems & fire-fighting appliances | | |
| D | Knowledge of procurement, tendering and contract management | | |
| D | Knowledge of budget management and preparation | | |
| Experience: | | | |
| D  D  D  D  D  D  D | Experience in construction project management, including the commissioning of contractors & suppliers  Experience of mechanical & electrical engineering design and inspection  Experience in the supervision of contractors  Experience of implementing Health and Safety Law  Experience of working with Utilities and statutory bodies  Experience in managing resources within the Building Services field  Experience of finance and project based reporting | | |
| Special Requirements: | | | |
| E | Full driving licence | | |
| E | Available for occasional evening and weekend duties | | |
| E | Available for call-outs in emergency situations | | |
| NB | E  D | Essential  Desirable | Date Produced: May 2025 |