**JOB DESCRIPTION**

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| **POST TITLE** | Communications & Electrical Technician |
| **GRADE** | Grade 7 |
| **FUNCTION** | Support Services |
| **PERMANENT BASE** | Command HQ. |
| **RESPONSIBLE TO** | ICT Network Manager |
| **RESPONSIBLE FOR** | N/A |

**OVERALL PURPOSE OF JOB**

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| Technical electrical maintenance support to SYFR’s Information and Communications Technology (ICT) department, responsible for planned reactive and remedial maintenance to service communications electrical systems and vehicle fleet communications electrical systems. Carry out fault diagnosis and remediation work for fixed property installations. |

**MAIN RESPONSIBILITIES**

1. Responsible for the installation, maintenance and repair of electrical systems, (including power supplies) to SYFR’s ICT infrastructure and vehicle fleet
2. Responsible for:

The organisation and delivery of a rolling programme of all communications equipment testing for the SYFR fire service.

Repairs to or organisation of repairs to systems and equipment that fails the required tests.

The development and maintenance of central computerised and local logbook records relating to equipment and installation tests and results within scope.

1. The maintenance of battery chargers, ICT and vehicle fleet electrical equipment and appliances, special low voltage (12 & 24V) used for emergency lighting circuits and station alarm systems, turnout lighting, communications equipment, intercom systems on hydraulic platforms and turntable ladders, and batteries for PA and emergency systems.
2. To carry out fault diagnosis and remedial work on radio equipment to ensure continuity of service and reliability. This is to include software reprogramming of communications equipment as necessary, including retained alerts and brigade pagers.
3. Installation and first line maintenance of Airwave/ESN radios and communications equipment as accredited by CLG, including responsibility to ensure the safe and secure storage and associated recording of Airwave/ESN equipment.
4. Installation of radio systems and temporary emergency radio systems as required.
5. Prepare equipment in scope evaluations as required.
6. Assist and advise ICT Manager to survey larger installation work and produce specifications necessary to effect such work, liaising with Property Services and other departments as required.
7. To liaise with other Local Authority departments, equipment contractors and other communications organisations as required.
8. Repair and maintenance of electrical equipment in scope to include BA communications, thermal imaging and intrinsically safe equipment.
9. Installation and removal of mobile phone and radio equipment for vehicles.
10. Provision and fixing of power supplies to brigade events and locations as and when required.
11. Monitoring of UPS for control and secondary control.
12. To act as first contact for all faults arising on Command and Control.
13. Responsible for the installation, maintenance and repair of electrical systems, (including power supplies) on all SYFR buildings as required by Property Services and agreed by ICT Manager.
14. To carry out fault diagnosis and remedial work on electrical installations including lights and property fixtures and fittings, as required by Property Services and agreed by ICT Manager.
15. To fully participate in SYFR’s Performance Development Review process according to the responsibilities of the role.
16. To practice and promote SYFR’s Equality and Diversity and Health and Safety Policies and to conduct oneself in a manner that is consistent with SYFR’s core values at all times.
17. To ensure that risk is managed effectively within the section in accordance with corporate strategies and plans.
18. To attend as required any training courses that will contribute to the effective performance of the postholder.
19. To carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.
20. To be responsible for the accurate and appropriate processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
21. To carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.

**ANY OTHER INFORMATION (including special conditions of service)**

The provision of standby cover for attending emergency work associated with maintaining the operational efficiency of the ‘turn-out system’ or items which contravene the Health and Safety Regulations.

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither

exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | | | |
| Current Full Driving Licence. | X |  |  |
| C&G Electrical Installation and/or Communications Qualification or equivalent experience. | X |  |  |
| Approved Airwave or ESN radio installer |  | X |  |
| Licence to drive additional categories of vehicles. |  | X |  |
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| **Knowledge** | | | |
| Ability to interpret plans, specifications and diagrams/drawings | X |  |  |
| Broad knowledge of building services including electrical, mechanical, H&V, plumbing, building and ICT/Comms issues. | X |  |  |
| Working knowledge of H&S legislation and good practice in relation to the workplace. | X |  |  |
| Understanding the importance of a quality service. | X |  |  |
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| **Experience** | | | |
| Proven experience in the provision of and electrician/communications technician role in a commercial and industrial environment. | X |  |  |
| Experience of working in a local authority/fire authority environment. |  | X |  |
| Ability to process, maintain, update and complete record systems. | X |  |  |
| Ability to assess the technical implications of an electrical/communications related task, including the ability to assess priority and available resources. | X |  |  |
| NEBOSH General Certificate. |  | X |  |
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| **Personal Effectiveness** | | | |
| Ability to self motivate. | X |  |  |
| Good interpersonal skills. | X |  |  |
| Ability to communicate at all levels. | X |  |  |
| Commitment to Equal Opportunities. | X |  |  |
| Ability to work as part of a team. | X |  |  |
| Ability to plan, prioritise and organise workload to deadlines. | X |  |  |
| Ability to respond positively and proactively to change. | X |  |  |
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| **Other Requirements** | | | |
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**Method of assessment**

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| **AF** | **Application form** | **I** | **Interview** |
| **CQ** | **Certificate or qualification** | **A** | **Assessment** |