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| **Job Title: Point Heater Fitter** **Purpose: To assist in the installation, inspection, maintenance and repair of all point heaters and associated equipment and service supply.** **The post has been identified as a Railway Safety Critical Post** |

 **Remuneration: Red Book Grade 3A**

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| **1.** | **Principal areas of responsibility**The following list is typical of the duties, which the post holder will be required to perform. It is not necessarily exhaustive and other duties of a similar type or level may be required from time to time. |
|  | 1.1 | Installation, inspection, maintenance and repair of electric point heating and associated systems. |
|  | 1.2 | Management of Contractors, Lookout and Work Site Controller (WSC)/Trainmaster. |
|  | 1.3 | To assist in the implementation of all Preventative and reactive maintenance/Renewal, Inspection Programmes. |
|  | 1.4 | To ensure all works are in compliance with current/future health and safety legislation, relevant standards, electricity at work regulations and associated procedures.  |
|  | 1.5 | To maintain all relevant records on computerised maintenance management system. |
|  | 1.6 | To ensure all administration is completed correctly, recorded and submitted within the relevant timescales. |
|  | 1.7  | Provide technical backup that is within their roles and responsibilities. |
|  | 1.8 | There may be a requirement to temporarily deputise to the next level of management structure where applicable. |
|  | 1.9 | To assist in the procurement/maintenance of stock levels to include adequate lead times. |
|  | 1.10 | The post holder is expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties, which reasonably correspond to the general character of their job and their level of responsibility. |
|  | 1.11 | The post holder will ensure that Nexus’s Vision, Values and Behaviours are at the forefront of all that they do. |
|  | 1.12 | The post holder will when appropriate work shifts, carry out stand by and call out duties and participate in emergency return to work situations. |

 1.13 The post holder will be required to undertake training is Railway Signalling both on and off

 Nexus Premises

 1.14 The post holder will be expected to undertake all Signalling Duties with the relevant

 Competencies

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| **2.** | **Dimensions**  |
|  | 2.1 | Communication |
|  |  | 2.1.1 | The Point Heater Fitter will at times be expected to communicate with the Service Delivery Manager (SDM) Delivery Controller (SDC), the Infrastructure Controller (IC) Signals Production Supervisors, and Signal Managers. |
|  |  | 2.1.2 | The post holder will communicate using Telephone, Hand Held Radio Devices, electronic communication, writing and verbally. |
|  |  | 2.1.3 | The post holder is expected to inform the IC of any work carried out on live equipment and give regular updates during fault conditions. They must inform their immediate Supervisor or on call manager of any wrong side failure. |
|  |  | 2.1.4 | To develop and sustain positive working relationships and share technical knowledge with colleagues in the section and also across the company. |
|  | 2.2 | Initiative & Independence |
|  |  | 2.2.1 | The post holder will be expected to make informed decisions and prioritise both Faults, preventative maintenance and corrective maintenance tasks.  |
|  |  | 2.2.2 | The post holder is expected to call the on call manager if any team member fails to report for duty within a reasonable time and inform them of staff availability to cover any such duty, if contact with the on-call manager cannot be made for whatever reason they must try to arrange cover. |

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|  | 2.3 | Resources |
|  |  | 2.3.1 | To operate specialist test equipment, tools, plant and equipment and other maintenance tasks. |
|  |  | 2.3.2 | Drive and operate all company motor vehicles in complying at all times with the Ancillary Vehicle Management Policy.  |
|  |  | 2.3.3 | May be required to act as team leader with staff of the same grade. |
|  | 2.4 | People |
|  |  | 2.4.1 | Responsible for employees performing a variety of routine tasks, including assigning work, reviewing, checking and solving straight forward problems. |
|  | 2.5 | Health & Safety |
|  |  | 2.5.1 | Direct responsibility for safety and general welfare of others and may be classed as Safety Critical for certain aspects of the job. |
|  **3.** | The Holder of this post must have access to required safety publications and Personal equipment/PPE. |