

	NEXUS: Job Description	Version: 2.0 Date: 26/07/2023 Page 1 of 5
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Job Title	Assistant Signalling & Point Care Technician
Job Evaluation Date	

Validation & Authorisation		
Compiled by:	Engineering Manager Signalling	
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Document Change Log: Summary of document changes			
Date	Version	By	Summary of Changes
26/07/2023	1.0	John Eagle	Job Description on new corporate format and following Maintenance Delivery Restructure 2023 – Phase Two, this new Job Description is for the new role of the Assistant Signalling & Point Care technician that replaces the previous roles of the Assistant Signalling Technician (RBM4) and Point Heater Fitter (RBM3).

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Signed approval forms are filed in the project files				
Name	Signature	Title	Date	Version
		Assistant Signalling & Point Care Technician		1.0

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Job Title: Assistant Signalling & Point Care Technician

Purpose: Assist with the Maintenance and Repair, Technical Fault Diagnosis of the Nexus Signalling & Point Heating Equipment, Systems & associated Service Supply Infrastructure.



Remuneration: RBM 4

1. Principal areas of responsibility

The following list is typical of the duties which the postholder 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 Fault Response

- Assist with the testing, fault finding and rectification of failures of signalling and associated systems and equipment.
- Undertake Signal Maintenance Testing of signalling and associated systems and equipment.
- Assist with the initial investigation of wrong side failures.
- Assist with the initial investigation of operational incidents.
- To lead on all faults with regards to Point Heater Systems
- Use remote condition monitoring (where installed) to identify areas of failing point heating equipment and replace / repair before it becomes critical.
- Liaise with the Operations Department to agree fault rectification programme.

1.2 Planned Maintenance

- Undertake planned preventative maintenance of signalling and associated equipment.
- Re-programme planned maintenance to meet operational requirements.
- Ensure all point heating equipment is switched on and working between October and April.

1.3 Installation

- Undertake installation work associated with new, renewed and modified signalling associated systems and equipment.
- Test installation work in accordance with Group Standards and procedures.
- Take the lead on any installation of point heating equipment.

1.4 Refurbishment & Repair

- Undertake refurbishment of equipment including re-testing.
- Undertake repairs to equipment including re-testing.
- Lead on all refurbishment and repairs to Point Heating equipment

1.5 Technical

- Ensure all activities undertaken comply with the Group Technical Standards and procedures.

1.6 **Health & Safety**

- Ensure that all work is carried out in accordance with the Company's Health & Safety Policy and procedures.

1.7 **Administration**

- Prepare and complete all documentation associated with fault finding and rectification.
- Prepare and complete all documentation associated with planned preventative maintenance.
- Prepare and complete all documentation associated with installation.
- Utilise the group maintenance manager system to import and export information.

1.8 Undertake minor renewals duties within the Signalling & Point Care Asset Management portfolio as required.

1.9 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.

1.10 The post holder will ensure that Nexus's Vision, Values and Behaviours are at the forefront of all that they do.

2. Dimensions

2.1 Communications

- 2.1.1 The Assistant Technician 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 when appointed to the role of WSC.
- 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 Decision Making & Problem Solving

- 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 engineer cannot be made for whatever reason they must try to arrange cover.
The post holder will be expected to make informed decisions and prioritise both Faults, preventative maintenance, and corrective maintenance tasks.

2.3 Initiative & Independence

- 2.3.1 To operate specialist test equipment, tools, plant and equipment that facilitates working at height 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.
The post holder may be required to act as a Technician Signals on a short-term basis.

2.4 Resources

- 2.4.1 Responsible for employees performing a variety of routine tasks, including assigning work, reviewing, checking, and solving straight forward problems.
- 2.4.2 The post holder is expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities both on Nexus sites and manufacturers training sites off Nexus.

2.5 People

- 2.5.1 Responsible for the supervision of the departmental team including the allocation of work as determined by the Engineering Manager.

2.6 Health & Safety

- 2.6.1 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.

	Name	Signed	Date
Line Manager			
Job Holder			