

Technical and Surveying Specialist

Reports to: **Operational Lead - Estate Management**
Direct reports: **N/A**

Evaluation: **559 points**
Grade: **N08**
Reference: **A4682**

Purpose

To provide technical electrical expertise whilst assisting in the provision of maintenance and new electrical projects and wider contract management.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To undertake inspection, testing and certification of electrical installations, including isolation in accordance with 18th edition regulations and to undertake a range of electrical tasks.
2. To undertake fault finding in the event of any electrical problems or possible dangers within the installation and then completing the necessary repairs required.
3. To produce, use and interpret drawings and specifications in relation to electrical works.
4. To provide instruction, advice and guidance to other staff as required.
5. Responsible for the project management of projects, from inception/design to completion; controlling all facets of electrical services and contract

management, cost, budgetary, tender and valuation analysis, using knowledge of relevant practices/procedures, policies and external legislation.

6. Responsible for aspects of contractor design elements of projects using specialist knowledge to prepare design documentation, drawings, specifications, and other documents as necessary.
7. Work with supply chains to secure value for money in delivery, this will involve analysis of new technologies, negotiating on submitted prices and advising service on alternatives.
8. Continually review working practices and ensure reporting systems are in line with correct construction best practice and modern technology.
9. Responsible for the development and providing advice, guidance and training to others.
10. Carry out condition surveys, measurement and testing and produce planned maintenance and serving programmes.
11. Responsible for managing own workload and prioritising tasks.
12. Contribute to monitoring of budgets, including responsibility for specific project budgets and ensuring cost control.
13. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
14. Promote and implement the Council's Equality Policy in all aspects of employment and service delivery.