

WMA (EASTERN)

CONSISTING OF BROADS IDB, EAST SUFFOLK IDB AND NORFOLK RIVERS IDB

JOB DESCRIPTION

POSITION: Mechanical & Electrical Service Engineer

Key Purpose of Job

The key purpose of this job is to maintain the Board's water control assets, including fixed pumping plant and equipment, in a safe, timely and cost effective manner, as instructed by the Operations Manager. The Eastern area includes Norfolk Rivers, Broads and East Suffolk and travel across East Anglia will be required. A company vehicle will be provided for the purpose of Board work.

Reporting to

The Mechanical & Electrical Service Engineer will report to the Operations Manager.

Responsibilities and Duties

The Mechanical & Electrical Service Engineer is responsible to the Operations Manager for: -

1. Organising the maintenance of all of the Board's fixed plant (including switchgear and telemetry), water level control structures, sluices, flap valves, workshop equipment and sundry tools etc, in accordance with the Asset Management Plan as instructed by the Operations Manager.
2. Recording and Inspecting the condition of all of the Board's fixed plant (including switchgear and telemetry), water level control structures, sluices, flap valves, workshop equipment and sundry tools etc. as and when required by the Operations Manager.
3. Complying with the Board's Health and Safety Policy, Risk Assessments and duties.
4. Complying with the Board's Environmental Policy, Risk Assessments and duties.
5. Complying with the Board's Record Keeping Policy and duties.
6. Attending regular meetings with the Operations Manager and Mechanical & Electrical Service Team to discuss and coordinate plant maintenance, as and when required by the Operations Manager.
7. To ensure that the Operations Manager is at all times kept informed of issues that relate to the smooth and efficient running of the Board's plant.

WMA (EASTERN)

CONSISTING OF BROADS IDB, EAST SUFFOLK IDB AND NORFOLK RIVERS IDB

JOB DESCRIPTION

POSITION: Mechanical & Electrical Service Engineer

8. Advising the Operations Manager when procuring plant, on specification and servicing issues and on all other matters of plant maintenance, as and when required by the Operations Manager.
9. Liaising with the Board's Engineers', Mechanical & Electrical Service Team and/or consultants on electrical switchgear/telemetry and Asset Management matters, as and when required by the Operations Manager.
10. Achieving targets as set from time to time by the Operations Manager and undertaking any other duties as may reasonably be required.
11. Responding to emergencies and other out of hours and unplanned work in accordance with the Board's Emergency procedures, as and when required by the Operations Manager.
12. Supervising and managing specific projects in the field, as determined from time to time by the Operations Manager.
13. Operating the Board's telemetry system, as and when required by the Operations Manager.
14. Attending meetings and assisting the Operations Manager in preparing Plant Reports, as and when required by the Operations Manager.
15. Ensuring that operatives and/or contractors strictly comply with the Board's Environmental and Health and Safety Policies/Risk Assessments when supervising others.
16. Deputising for the Operations Manager and/or Mechanical & Electrical Service Team, as and when required by the Chief Executive.
17. Carrying out any other duties that may be required from time to time, as instructed.

Key Skills and Abilities

1. Must be able to demonstrate sound Interpersonal and communication skills and be diplomatic.
2. Must hold relevant Mechanical & Electrical qualifications.

WMA (EASTERN)

CONSISTING OF BROADS IDB, EAST SUFFOLK IDB AND NORFOLK RIVERS IDB

JOB DESCRIPTION

POSITION: Mechanical & Electrical Service Engineer

3. Must have knowledge of Drainage/Water Level Pumping Plant, Mobile Plant, Machinery and Equipment.
4. Must have mechanical/electrical knowledge of Drainage/Water Level Pumping Plant, Telemetry Systems, Mobile Plant, Machinery and Equipment.
5. Must be able to demonstrate an ability to manage projects and plant replacement/maintenance programmes.
6. Must have a full clean driving licence
7. Must hold a valid residency and be able to live and work in the UK
8. Must be a team player and able to work with others both internally and externally to resolve problems.
9. Must have some knowledge of Environmental and Conservation issues.
10. Must be willing to train as a first aider and be able to administer First Aid.
11. Must be willing to work out of hours on a roster with other members of the Mechanical & Electrical Team
12. Must have knowledge of appropriate Health and Safety Legislation.
13. Desirable to have knowledge of the various capital and maintenance operations undertaken by the Board.
14. Must have knowledge of the Board's Assets and Drainage/Water Level Management Infrastructure.
15. Must be able to work to a budget and have job pricing experience.
16. Desirable to be able to use at a basic level office software such as Microsoft Outlook, Access, Excel and Word, and the Internet.
17. Must be an ethical, innovative, creative and entrepreneurial individual with a proven ability to improvise, adapt and overcome problems.

<h1 style="margin: 0;">APPLICATION FORM</h1> <p style="margin: 0;">WMA (EASTERN) CONSISTING BROADS IDB, EAST SUFFOLK IDB & NORFOLK RIVERS IDB</p>

POSITION APPLIED FOR: _____

The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			

Contact Tel. No:	Mobile Tel No.
------------------	----------------

Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?	YES/NO
--	--------

If YES, please give full details.	
-----------------------------------	--

Are you subject to any restrictions or covenants which might restrict your working activities?	YES/NO
--	--------

If YES, please give full details	
----------------------------------	--

Are you willing to work overtime and weekends if required?	YES/NO
--	--------

Please give details of any hours which you would not wish to work:	
--	--

Have you any convictions or pending convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?	YES/NO
--	--------

If YES, please give full details	
----------------------------------	--

If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?	YES/NO
--	--------

Have you ever worked for this business before?	YES/NO
--	--------

If YES, please give full details	
----------------------------------	--

Have you applied for employment with this business before?	YES/NO
--	--------

Do you need a work permit to take up employment in the U.K.?	YES/NO
--	--------

How much notice are you required to give to your current employer?	
--	--

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:			
Address:			
Telephone No:			
Nature of business:			
Job title and a brief description of your duties:			
Reason for Leaving:			
Length of Service:	From:	To:	

INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships)

SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 2018 and GDPR 2018.

Signature:	Date:
------------	-------

REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:
Email:	Email:

SOURCE OF APPLICATION

How did you hear of this vacancy?

--

PRE – EMPLOYMENT MEDICAL QUESTIONNAIRE

Full Name:

Address:

Contact No:

We will not contact your doctor without your prior written consent.

1. How many days' absence have you had from work in the last three years?	Days
2. Are you currently on medication (excluding contraceptives)? If YES please give further details.	YES/NO
3. Have you spent time in hospital in the last three years? If so, why?	YES/NO
4. Do you suffer from any injury, illness, medical condition or allergy that might affect your ability to perform your duties? If YES, please give further details.	YES/NO
5. Do you consider yourself to have a disability? If YES, please give further details.	YES/NO

Data Protection Notice:

The Board requires certain information before you start employment, to ensure you will be able to perform the requirements of the job and give reliable service, and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustments may need to be made to assist you in performing your duties, in accordance with the Equality Act 2010.

The information you provide is collected and processed under lawful basis under the General Data Protection Regulation (GDPR) 2018, Article 6(1)(b) – Contract; and Article 9(2)(b) – Employment; the Data Protection Bill Sch.1, Pt.1, 1 – employment. You have the rights to access and rectify the data. The data will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 2018 and the GDPR 2018.

The information given in this Questionnaire is complete and accurate to the best of my knowledge. I understand the Data Protection conditions whereby the Board are collecting, processing and retaining this data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2018.

Signature:

Date:

--	--