

Evaluation Date	25 th May 2015
Grade	10

JOB DESCRIPTION

Job Title:	Senior Technician RCP	Reports to:	Technical Supervisor RCP
Department:	Property and FM	Location:	RCP
Work Pattern:	Full time, shifts with evenings and weekends	Contract Status:	Permanent

BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

welcoming all,
each one of us **caring** about what we do,
being **passionate** about how we do it,
and feeling **proud** of what we achieve

JOB PURPOSE

You carry out re-active, planned and preventative electrical work including improvement works within the building. You complete general maintenance duties to ensure the smooth operation of the building including pool plant duties within the technical team rota.

KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
Carry out reactive electrical repairs, maintenance and improvement works within RCP ensuring compliance with current building regulations. <ul style="list-style-type: none"> • Install of new electrics as required • Repair and servicing of all electrical components and equipment • Responsibility for completion of all portable appliance testing and records • Planning and scheduling of all electrical works including preventative checks and routine replacement of parts • Prioritise and manage workload and complete the paperwork associated with the role 	50%

<p>You will operate and maintain/repair our specialist technical equipment to prevent breakdowns or loss of service.</p> <ul style="list-style-type: none"> • Building management system • Heating and ventilation systems including under floor heating • Lighting control system • Fire/ Intruder and CCTV systems • Moveable floors and booms within the pools • Underwater camera system/ Timing equipment • General maintenance tasks e.g. joinery, hinges, drilling 	15%
<p>You operate and maintain the pool filtration systems to ensure the water quality meets EL standards and provides a safe and welcoming environment for our customers.</p> <ul style="list-style-type: none"> • Carrying out pool water tests and taking action as required • Maintaining pool water dosing systems • Backwashing of pool filters, cleaning of strainer baskets • Maintaining pool water balance and hygiene • Carrying out inspections taking the necessary action to rectify issues • Maintaining the pool chemicals and water testing stock 	15%
<p>Respond to emergency repairs and breakdowns offering ongoing technical support to RCP (including out of hours callouts) to minimise any loss of service for the centre</p>	10%
<p>Ensure that legislative health and safety checks are carried out and auditable records are kept, taking appropriate action if you find any anomalies. These include:</p> <ul style="list-style-type: none"> • Emergency Lighting Systems • Fire Alarm system • Legionella • Equipment checks 	10%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	N/A
Salary bill for all staff reporting:	N/A
Responsibility for finance and level of financial control:	N/A
Responsibility for Physical Resource:	You are part of a team responsible for looking after the fabric of the building, plant rooms, fixtures and fittings and tooling and equipment within it, specifically all electrical equipment and components.
Responsibility for Data and Information:	Records of PAT Record planned and reactive electrical works and update plans and records with any electrical changes to the building and equipment Record water quality data in log book Record plant faults in log Record daily, weekly, monthly checks Record health and safety data Update job book actions Complete electrical risk assessments

GUIDELINES AND EXPECTATIONS

Authorities & Limitations

- Survey, measure and order materials for the work required
- Offer and provide effective technical solutions to problems through investigation and analysis and know when to refer to the RCP Technical Officer or the Property and FM team.
- Ensure that H & S requirements including the use of protective equipment.
- Support the Technical Supervisor in the development and delivery of planned maintenance work schedules
- Assist with electrical work across the Edinburgh Leisure estate as required
- Monitor and where necessary change the water quality parameters in the pools in consultation with the RCP & pool water technical manager.
- Use technical judgement to complete repairs and maintenance tasks on a day to day basis from the job book referring to the Technical Officer for more complicated/unusual tasks.
- Use your technical knowledge to advise others in the correct use of RCP equipment e.g. sound systems, moving floors or lighting etc.
- Follow the procedures for facility opening/closing, use of the equipment completing checks and records as required
- Ensure contractors follow EL guidelines

Communication & Representing The Organisation

- Communicate effectively with your supervisor, centre management and colleagues to ensure information about faults, break downs and actions to address.
- Behave with courtesy to colleagues and customers minimising disruption to customer service
- Provide support to other trade groups to maintain high levels of serviceability for our customers.
- Use your technical expertise and knowledge to influence others to follow a particular course of action
- Contribute ideas for improvements and developments to colleagues.
- Complete records accurately

Safeguarding Our Customers

- Comply with relevant Health and Safety Regulations and follow the correct Health and Safety procedures as required by current legislation and Company practice including using tools, working at heights, lone working, manual handling and personal protective equipment.
- Ensure through Risk Assessments and Method Statements that risk, impact and effect to customers and other staff is minimised. You will be responsible for ensuring that the pool water at the RCP is safe (chemically) and comfortable (temperature) and that the technical, electrical and mechanical installations are fit for use by the staff and the customers.
- You will be handling and storing hazardous chemicals and are responsible for doing so in a safe manner.
- You will protect staff and customers from injury when carrying out maintenance within the building.

Problem Solving	
	<ul style="list-style-type: none"> Respond quickly and effectively to events that could lead to closure or part closure of a facility as a result, for example, of structural failure, power supply distribution failure, power systems failure, emergency systems failure, vandalism. As the electrical subject matter expert be prepared to offer and provide effective technical solutions to problems through investigation and analysis and know when to refer for assistance. You analyse pool monitoring systems readings and resolve any issues The RCP has a range of specialist and technical equipment. You need to stay calm and focussed and work methodically through technical, electrical and mechanical issues when they arise to get the systems/conditions back to acceptable parameters to minimise closures.

Impact On Organization
This role is critical to the smooth and safe running of the RCP in relation to all technical, electrical and mechanical systems, which in turn reflects positively on Edinburgh Leisure and the service we deliver to customers.

JOB DEMANDS	
Physical	This post demands 'hands on' working practice and you will be expected to be conversant with the demands contained within a sports and leisure built environment. This includes; working at height; manual handling and exposure to pool chemicals. The role involves climbing access platforms, working on roofs, ladders, steps and powered access. Bending, stretching, standing and crouching in addition to the strength and manual handling requirements (80% +). The post is part of a shift pattern including evenings and weekends and to work hours e.g. overnight to meet the needs of the service to minimise disruption to customers or as a result of an emergency or breakdown.
Mental	This role requires alertness and professionalism as you will be expected to anticipate and respond to situations appropriately. Much of your work is planned/ preventive maintenance, however you must quickly adapt and respond when faced with break-downs and possible service failure. Your analysis of problems and your decision making is crucial where you are seen as the subject matter expert in electrical maintenance matters as well as general technical issues; you need to know when to act and when to refer.
Emotional	This role involves working within a team of technicians at RCP and other members of Edinburgh Leisure staff as well as our customers. At times you work unsupervised. You must analyse problems calmly and systematically in order to take the appropriate action and prevent a situation worsening.
Environmental	You are required to work in a variety of environments both indoor and outdoor. There is working at heights, the role involves building and climbing access platforms and ladders to work. You are exposed to differing levels of temperature, humidity and noise, you are working with pool chemicals and are required to wear the appropriate PPE. You operate on your own and unsupervised at times within the centre. A reasonable level of fitness is required to carry out this role.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	Satisfactorily completed a registered apprenticeship and practical training in electrical installation works. Be graded as an electrician or equivalent by a recognised professional body. (SJIB or equivalent) BS 7671 (17 th edition IEE Regulations)	PASMA (Scaffolding) IPAF/PAF (Powered Access) CIMSPA or equivalent pool plant operator qualification. Legionella Intermediate Certificate. Asbestos Awareness and Identification. IOSH certificate in managing safely. Safety line and harness training. Working at heights training. First aid. Lift passenger release training. Confined Spaces C & G 2391 (Inspection, Testing & Certification of Electrical Installations. C & G 2377 (Portable Appliance Testing)
Knowledge and Experience:	Minimum of two years post apprenticeship (not directly supervised) experience. All areas of electrical installations including single & 3-phase distribution, associated protective devices, star/delta and multi motors inc. control panel. Heating, ventilation and lighting installations associated with sports facilities and swimming pool environments.	Building Management Control Systems. Variable Drive Motors and control gear. Automation Controls
Additional Requirements (e.g. competencies):	Good Numeracy and Communications skills Full Driving Licence Ability to use internet, email and basic word processing	

DISCLOSURE/PVG REQUIREMENTS

Basic level Disclosure

I have read and understand this job description and I am clear about what is expected of me in this job.

Signed

Date