

## Chargehand/ICA Technician

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**Department:** Infrastructure, Housing and Environment

**Section:** Operations and Transport

**Reports to:** Operations Manager Electrical

**JE Ref:** IHE1097

**Grade:** TECH10

JE Date: 20/12/2021

### Job purpose

Assist the role-holder's line manager in the organisation, management, and control of the Electrical/ ICA section.

As a working Chargehand, this role combines planning and overseeing the staff and the work of the Section with the hands-on responsibilities of a specialised Multi-skilled Electrical Technician / Instrumentation, Control and Automation (ICA) Technician working on process control systems design and programming to provide the Department and its clients with in-house bespoke process systems development capability.

### Job specific outcomes

- Plan and organise the day-to-day work schedules for the team, covering both planned and reactive maintenance tasks.
  - Attend weekly section planning and review meetings. In so doing, the role-holder will update the management team on the work that is currently in progress, work that has lately been completed, any issues that have arisen since the previous meeting, and provide information concerning future planned work streams.
  - Liaise with their line manager, and other operational or asset managers, to prioritise tasks and provide clients with an efficient and cost-effective service. Monitor work in progress and inspect completed work to ensure that the required standards are consistently being achieved.
  - Carrying out the duties of, as required a Multi-Skilled Electrical / ICA technician, at those times when the role-holder is not dealing with supervisory, administrative or planning duties.
  - The role-holder is also required to cover an out of hours on-call roster in relation to breakdowns.
  - The role-holder is key to the Department's control and instrumentation electrical / electronic panel design, installation and maintenance and the design and programming of Programmable Logic Controllers (PLC's) and Supervisory Control and Data Acquisition (SCADA) Telemetry systems to efficiently control and monitor critical plant
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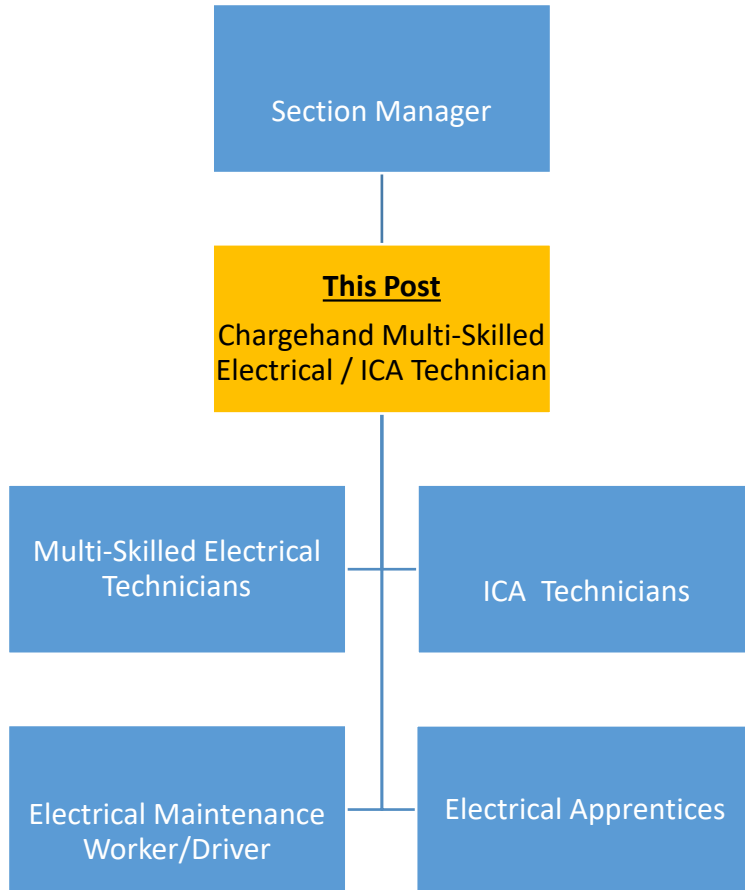
- The role-holder is required to consider the nature of changes required to computer software programmes and control systems and to modify/update and sign-off on AUTOCad electrical schematics.
- Ensure that modifications/changes applied do not have unwanted side effects, by thoroughly considering all implications of the anticipated change to the plant/facility involved, ensuring the maintenance of safeguards to avoid potentially unsafe situations, or damaging system failures causing incidents such as pollution events.
- Be responsible for reporting back on faults diagnosed by the role-holder, the work they have undertaken, the time spent in these activities, the parts used, and the role-holder's analysis/determination as to future work required and reporting upon the condition of the equipment.
- Take the lead role in the creation, development and implementation of health and safety written risk assessments, including the production of written dynamic risk assessments when on site and dealing with situations not conforming to a standard risk assessment. Similarly, the role-holder will assist asset owners, chargehands and managers with the production of method statements, when requested.
- Drive departmental vehicles (Group B licence requirement) in order to access work sites around the Island.
- As a Chargehand, the role-holder is also a designated first aid 'Appointed Person' with the associated responsibility of ensuring that the first aid boxes stop with appropriate index supplies and is required to call the emergency services should this be necessary, together with ensuring that all accidents are properly recorded.

## Organisational structure

### One Government Departments



Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<ul style="list-style-type: none"> <li>The role-holder will be expected to hold, or be working towards, an HNC/HND in Electrical or Electronic engineering, with full knowledge of ICA systems. Further, the role-holder must have completed a charge hand or appropriate, recognised, management training qualification.</li> </ul>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<ul style="list-style-type: none"> <li>Be competent to produce and monitor adherence to risk assessments and method statements.</li> <li>Have the ability to supervise and monitor more junior personnel, including apprentices.</li> <li>Have the ability to understand the significance of, and effectively act as, a formally acknowledged 'Authorised Person' in relation to both low voltage and high voltage, reporting to the Senior Authorised Person.</li> </ul>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<ul style="list-style-type: none"> <li>Whilst not a formal line manager, the role-holder must be able to influence the behaviour, standards of work and discipline in relation to more junior personnel and therefore requires appropriate leadership skills. This relates to disciplines such as staff motivation, effective communication, but also delivering excellent customer service. The role-holder must also have, and effectively use, excellent organisational and administrative skills, and is required to be fully conversant with both computerised and manual information systems.</li> <li>Possess a Group B driving licence.</li> </ul>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<ul style="list-style-type: none"> <li>The role-holder will have regular contact with those managing and operating infrastructure facilities such as, for example, pumping stations. This will involve the role-holder collaborating with those personnel to plan and prioritise</li> </ul>	

	<p>work, including attendance at weekly planning meetings.</p> <ul style="list-style-type: none"> <li>• More broadly, the role-holder will liaise with various asset managers and charge hands at facilities such as sewage treatment works, within parks and gardens, at an abattoir/animal cremator, together with green waste and recycling centres. The purpose of this contact will be to discuss both planned and reactive work.</li> <li>• External contact will periodically occur and will involve the role-holder liaising with contractors working on various infrastructure assets, or within projects, which required the involvement of the role-holder. This will involve the role-holder giving and receiving information. This contact will involve occasions requiring the role-holder to order the correct parts and equipment from suppliers.</li> <li>• Requires communications with third parties at a middle to senior level for project work.</li> </ul>	
<p><b>Experience</b>  <i>This is the proven record of experience and achievement in a field, profession or specialism.  This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<ul style="list-style-type: none"> <li>• The role-holder must have proven experience in a staff supervisory role or have demonstrated the skills through experience within the organisation of having 'acted up.'</li> <li>• It is essential for the role-holder and to be fully conversant with the relevant legislation relating to health and safety and dealing with electricity at work, together with the organisations electrical safety rules, including the Permit to Work procedures.</li> <li>• An external candidate recruited with the required qualifications and experience, would be expected to be up to speed the role after a period of between 6 and 12 months.</li> </ul>	