

Mechanical Technician (Multi-Skilled) Chargehand

Department: Infrastructure, Housing and Environment

Section: Operations and Transport

Reports to: Operations Manager Mechanical Engineering

JE Ref: IHE1100

Grade: TECH10

JE Date: 3/10/2021

Job purpose

Be responsible for prioritising and ensuring action is taken in relation to mechanical engineering work requests received from a range of clients.

As a working multiskilled chargehand, actively effect repairs, maintenance, scrutiny, servicing, and any other technical requirement in relation to the mechanical engineering perspective of key infrastructure assets.

Job specific outcomes

The responsibilities of the role therefore require the role-holder to undertake the following activities:

- On a daily basis, prioritise and action numerous work requests received from a range of clients, reflecting that the requestors will also expect priority to be given to their requirements. Consequently, the role-holder is required to apply effective analytical and judgement skills in order that limited resources are allocated in the most efficient and effective way, across the wide range of activities involved.
 - The role-holder must make effective decisions, often under tight time constraints, and frequently where multiple options are presented to them by other staff, and the best course of action may not be straightforward to the technician performing the task, who will therefore seek the role-holder's guidance and opinion.
 - When working 'hands-on' a key factor for the role-holder to consider is ensuring they have addressed all details of the necessary diagnosis of faults and failures, across a wide range of critical assets, to ensure that they effect right repair, in a cost-effective and efficient way. Often, the role-holder will be making such decisions on site and under time pressure to return the equipment to a safe operational condition as rapidly as possible.
 - The role-holder will be responsible for organising, coordinating, and running projects assigned to them by their line manager.
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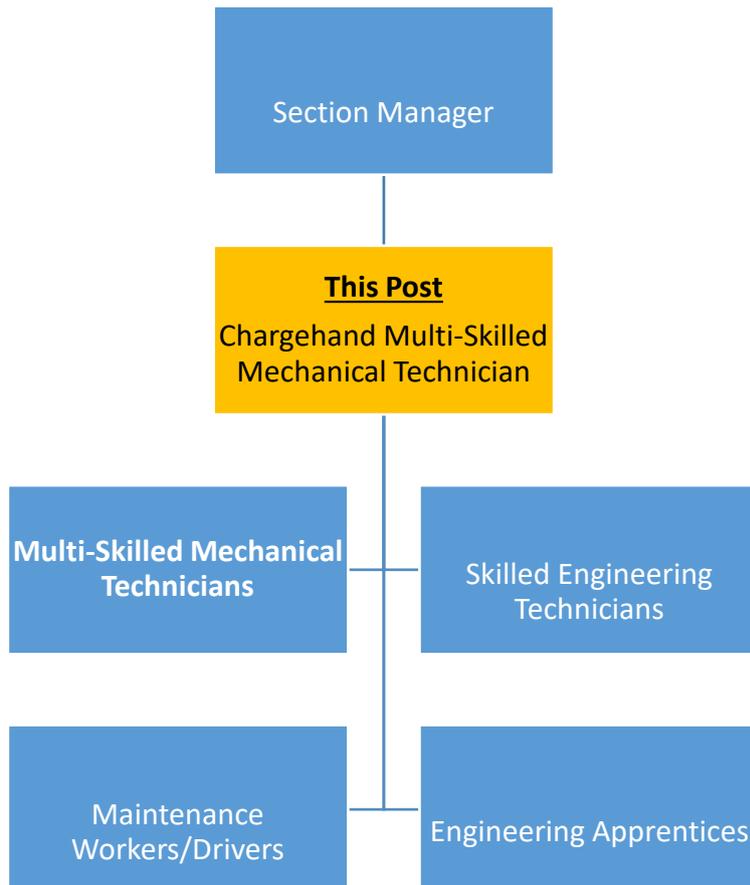
- Where involved in larger projects role-holder will normally form part of a team made up of client representatives, design engineers and operational managers in order to plan the work to ensure it is carried out efficiently and within budget.
- Part of the role-holder’s support to their line manager in the overall work planning process, specifically requires them to have direct input into the establishment of Planned Preventative Maintenance schemes (PPMs).
- As well as allocating staff and material resources to carry out PPMs, the role-holder is also required to deal with situations calling for reactive, unplanned, work. When so doing, the role-holder will need to gauge the risk, importance, and extent of this unplanned work - such incidences are likely to occur daily - therefore requiring the role-holder to reschedule planned work, reallocate resources and staff, to ensure that the unplanned task is addressed immediately and with the highest priority.
- The role-holder must lead the development, implementation, and ongoing review of written risk assessments for work carried out by staff, ensuring that all are made aware of, and abide by existing risk assessments. The role-holder must also encourage the use of dynamic risk assessments and take appropriate mitigating action for non-standard conditions that are encountered. Where required, the role-holder must liaise with qualified health and safety colleagues for specific advice as to best practice, or details of relevant regulations. Where required, the role-holder must assist asset owners and managers with the production of method statements.
- 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>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<ul style="list-style-type: none"> The role-holder is required to hold the same levels of specialist skills, qualifications, and experience as a multiskilled engineering technician. Therefore, this requires the completion of a recognised engineering trait apprenticeship, normally of four years duration; the attainment of a minimum of a City & Guilds Level 3 (or equivalent) qualification and nationally recognised certified training course in relation to a skill other than their core skill of 10 days or 80 hours duration delivered by a recognised training provider. 	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<ul style="list-style-type: none"> Be competent to produce and monitor adherence to risk assessments and method statements. Have the ability to plan for, supervise and monitor more junior personnel, including apprentices. Have the ability to understand the significance of, and effectively apply all appropriate governance controls safeguarding the health, safety, and welfare of those with whom the role-holder is working, and for whom they are responsible. 	
<p>Technical / Work-based Skills <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"> The role-holder will also have a full driving licence allowing them to drive a car. 	
<p>General Skills/Attributes <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"> The role-holder has substantial contact with colleagues on a daily basis when undertaking the general responsibilities of the role. This contact will involve both the giving and receiving of information, together with providing advice and guidance to more junior/less qualified personnel. The role-holder will have contact with client representatives, and the managers 	

	<p>and operators of infrastructure facilities, again when discussing and planning work that is to be carried out on behalf of those agencies. This contact is most likely to be at middle and junior management levels, together with manual and craft colleagues.</p> <ul style="list-style-type: none"> • The role-holder provides technical advice and guidance to more junior personnel. They are also expected to keep their line manager briefed on the progress of work; escalate any issues requiring the involvement of their line manager and remain alert to the progress of all tasks/projects and provide commentary in relation to these, including contributing to wider decision-making where collaborating with partners and stakeholders. 	
<p>Experience <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"> • The role-holder must have substantial post-qualification proven experience in a staff supervision role or demonstrated the skills required, potentially through experience of 'acting up.' Further, successful completion of, or the demonstrable ability to achieve, recognised chargehand training qualification is mandatory, and it is likely that the role-holder may be required to undergo first line management training and qualification in line with the Government of Jersey Modern Manager Level 3 programme, or an equivalent. • In order to carry out necessary technical repairs to the wide range of equipment worked upon, the role-holder is also required to successfully complete relevant specialist short training courses. These are typically of one week duration and are provided by manufacturers and specialist training providers. • The role-holder must also be qualified in relation to the City & Guilds level 2 qualification relates to working in medium risk confined spaces, as applicable to the water industry. This must be refreshed every third year. • An external candidate recruited with the required qualifications and experience, would be expected to be up to speed in the role after a period of between 6 and 12 months. 	