Role definition

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| Job title: | **Electrical, Controls & Instrumentation (E, C & I) Technician** |
| Reports to: | CAD Team Lead (Configuration & Critical Assets) |
| Direct reports: |  |
| Business unit: | Baker Hicks Limited | Location: | Reading |

Summary

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| Baker Hicks provide an outsourced managed service for Built Environment (CAD), Measured Survey (Geomatics), Document Control and E, C & I Verification.A member of the Baker Hicks Managed Services Team reporting to and supporting the Operations Manager. Responsibility for providing configured drawings/schematics of Critical Assets through system & information analysis, survey & verification. |

Key objectives

Principal responsibilities and accountabilities

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| * Work with the CAD Team Lead for Configuration & Critical Assets.
* Process 3rd party CAD data for inclusion into the corporate asset management systems
* Review existing data and information against client standards & requirements and identify missing information and/or non-compliance.
* Perform point to point surveys of existing E, C & I installations a record/mark up drawings & schedules for updates.
* Understand and apply own responsibilities with regard to the Company’s Environment, Health, Safety, Security, Quality Standards & SSOW
* Plan work scheduling and facility deconfliction
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Person specification

Qualifications and training

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| * Apprenticeship, ONC/HNC or equivalent qualification in an E, C & I related area such as Electrical Engineering.
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Technical skills and experience

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| **Knowledge:** * Understanding of electrical principles
* Understanding and reading of schematics, loop diagrams, drawings etc
* Understanding of electrical control systems such as switchgear & instrumentation.
* On site drawing verification
* Control circuits & components
* Cross-referencing drawings from various sources

**Experience:*** Electrical single line diagrams, cable routing and associated diagrams
* Cable sizing
* Analogue & digital instrumentation & systems
* Commissioning & calibration testing
* Electrical installations
* Plant & process equipment, ie control panels, appreciation of plant and its controls (HVAC, chillers, pneumatics, steam etc)
* Point to point testing
* Isolations & proving dead

**Skills:** * Good interpersonal and communication skills
* Good time and people management skills
* Good analytical and problem solving skills
* IT proficient, requiring ability to effectively operate the Microsoft Office Suite & Autocada preference
* Attention to detail with pride in output quality and presentation

**Behaviours:** * Clear, concise and unambiguous exchange of information with others.
* Proactive and motivational whilst commanding respect from all stakeholders through technical and personal credibility
* Good interpersonal and communication skills to ensure effective communication to all levels to both internal and external personnel
* Able to listen to others to identify their needs and objectives in a given situation.
* Able to challenge and question appropriately.
* Professional in dealing with clients and customers
* Proven interpersonal, communication and organisational skills

**Special Requirements:*** Nationality: UK Nationals only (no dual citizenship)
* Security Clearance: Preferred with existing SC clearance, but must be willing to complete security clearance up to DV level.
* To be fit and able to work on a nuclear licensed site
* Full UK driving license and own transport
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