Role definition

|  |  |  |  |
| --- | --- | --- | --- |
| 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

|  |
| --- |
| 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

|  |
| --- |
| * 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 |
|  |

Person specification

Qualifications and training

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

Technical skills and experience

|  |
| --- |
| **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 |

|  |  |
| --- | --- |
| NAME | DATE |
| NAME: |  |
| NAME: |  |