

Employee Name			
Job Title	Fire & Security Service/Maintenance Install Engineer		
Line Manager	Fire & Security Operations Manager		
Supervising	Apprentices/3 rd Party Contractors/Less experience employees		
Document Number	JD049	Revision Number	A0 (28.06.2018)
Based	Field Based		

Job Purpose Summary

The Service/Maintenance Install Engineer will be responsible for undertaking work on customer sites, generally within Scotland, installing, maintaining and servicing fire/security and other specialist systems. They will be expected to carry out major remedial work in accordance with work schedules and targets in a manner consistent with good HSEQ practices. The successful applicant will be expected to participate in the standby / call-out rota.

Key Responsibilities/Accountabilities

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Meeting customers & representatives, forming good working relationships
- Installing and maintaining systems to standards and/or accreditations held by Nucore (as defined in work instructions)
- Testing and commissioning systems
- Training customers in the use of the systems
- Handover of the system to the customer
- Standby/call-out Rota – remain on standby during evenings and weekends, accepting customer calls and providing helpful and constructive support by:
 - Visit customer premises and resolve issues within the required time period
- The scope of the work will include the installation, test, commissioning and maintenance/service of the following (but not limited to) types of system:
 - Fire
 - Intruder
 - CCTV
 - Emergency Lighting
 - Other related services
- Ensure company records are completed in a timely manner
- Ensure test equipment is made available for certification where appropriate
- Ensuring that tools and equipment used are complete and adequate to conduct the work and in good order, with particular attention to HSEQ implications
- Ensuring the appropriate housekeeping, stock, tools/equipment, reporting servicing requirements and ensuring any appropriate documentation is carried out in relation to any allocated company vehicles

HSEQ Responsibilities

- By adhering to Nucore Group’s HSEQ policies and procedures, ensure safe working practices are followed at all times
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system
- On request, fully participate in HSEQ audits and inspections
- Complete mandatory HSEQ training as identified on the Nucore Group training matrix
- Adhere to the controls described in risk assessments, safe systems of work and COSHH assessments, and highlight any shortcomings in the existing controls
- Continually practice good housekeeping standards and only undertake tasks which you have been suitably trained and authorised to perform.

Experience/Education/Training

Essential

- SVQ/NVQ III or Apprenticeship in relevant discipline (or equivalent)
- Clean Driving Licence
- Previous experience within the Fire & Security industry

NB – Due to the nature of work carried out within the Fire & Security division, the successful applicant will be required to undergo background and criminal record checks.

Preferred

- Computer literate (particularly in the use of Microsoft Word and Excel)
- Additional electrical qualifications (e.g. 17th Edition, CompEx etc.)
- CSCS Card
- FIA Units
- PASMA
- IPAF

Signed by Employee		Signed by Line Manager	
Date		Date	