

GUERNSEY PORTS

MECHANICAL AND ELECTRICAL TECHNICIAN

EGI OR EGII OR EGIII

JOB DESCRIPTION

JOB SUMMARY:

Guernsey Ports (Ports) is responsible for all lifeline, passenger and freight handling facilities that enable air and sea connectivity, and the provisioning of our Bailiwick community. Its mandate is to ensure that Guernsey Airport, Alderney Airport, St Peter Port Harbour and St Sampson Harbour remain Open, Safe and Secure. In order to deliver on this mandate, Guernsey Ports must maintain and operate a vast array of specialist mechanical and electrical assets, as well as premises and other infrastructure.

At Grade III (Senior) level, the Ports M&E Technician postholder will take a leading role in enabling high standards of service delivery across the Ports estates, by ensuring that specialist M&E equipment is able to keep pace with business requirements – operating safely, reliably, efficiently and effectively at all times.

Systems deployed include electrical, mechanical, hydraulic, and pneumatic. Equipment includes but is not limited to security scanners, luggage conveyors, aids to navigation (air and sea), LoLo cranes, RoRo ramps, HVAC equipment, power and specialist lighting (including HV), pumps, compressors and generators.

The postholder will have attained the highest levels of specialist knowledge, experience, technical skill and diagnostic capabilities, and will have received OEM training for equipment within their remit. They will be competent and experienced in the specifying, installing, commissioning and maintaining of equipment. They will provide tactical and strategic input to both the development and implementation of the Ports Asset Management strategy, and in the inception and delivery of asset upgrade and replacement projects.

This is a developing role in an evolving business. The postholder will be expected to be positive and progressive, acting as a leader, mentor, and trainer of staff developing into a similar role. They will be required to operate with a high degree of autonomy, and to supervise the work of other Ports staff and contractors.

Depending upon the postholder's specialities they will normally be based at and specialise in equipment at either the Airport or the Harbours, but they will be expected to work across all Ports sites.

The postholder will be working in a heavily regulated environment and will be expected to work to and champion the highest standards of safety, security, and professionalism. They will also be required to work at height, in confined spaces, in inclement weather, at sea and outside of normal hours. Airport-based postholders will be required to work a day or shift pattern, Harbours-based postholders will work days with a potential to participate in a call out rota. The postholder will be required to attend on and off-island training, have undertaken the necessary Ports security checks, and hold a Category B driving licence.

The post can be appointed at three different grades:

Executive Grade I: Where the postholder has completed a relevant trade apprenticeship and has at least three years of post-qualification experience, ideally including in electro / mechanical diagnostics.

Executive Grade II: Where the postholder will have a further two years' experience and has further developed their skills and received some OEM training. The post holder will carry some additional responsibilities and hold some roles in a project team environment, for example as a Subject Matter Expert (SME).

Executive Grade III: Where the postholder will have a further three years' experience, possess exceptional diagnostic skills, developed specialist knowledge and will carry some managerial and supervisory duties, will oversee contractors, and can manage projects.

There will be an opportunity for future progression through the grades based on demonstrable development of the individual's aptitude (technical ability, competencies, responsibilities) and attitude (mindset and commitment to the business).

RELATIONSHIPS:

The postholder will be part of the Ports Commercial and Infrastructure Team and report directly to either the Manager of their department or to an M&E Technician of higher grade. They will be required to work closely with and effectively manage other team members and external contractors.

MAIN DUTIES AND RESPONSIBILITIES:

1. Management, Supervisory

- Ensure planned preventative maintenance by contractors is being delivered in line with defined Service Level Agreements.
- Supervise those providing M&E asset maintenance, commissioning or fault-finding services.
- Continually monitor and review asset performance against maintenance frequency such that maximum operational efficiency is achieved.

- Coordinating with the Ports management team to ensure that all assets and equipment are condition- and/or performance-monitored in order to achieve desired service levels.
- To keep under review the maintenance programme and performance of all plant, machinery and infrastructure.
- Actively participate, promote, and champion the development of in-house M&E expertise and develop relationships with specialist contractors, consultants and others concerned with providing services to Guernsey Ports.

2. Asset Management

- Ensure the effective day to day operation of Ports assets.
- Utilise asset management system(s) to ensure best value is being achieved from maintenance activities.
- Act as SME for M&E equipment within their purview, providing advice to asset managers regarding the function, performance, and criticality of equipment.
- Take up project roles including the management of projects in Prince2 and Association of Project Managers environments.*
- Participate in the business case development process for acquisition or refurbishment of major assets.

3. Incident Management

- Respond to and manage incidents of unexpected failure, ensuring minimal disruption to the operations of the ports, both in and out of hours.
- Ensure all emergency or backup equipment is checked and maintained for rapid deployment in the event of an emergency or unplanned incident.
- Work with the Ports management team to develop incident plans for critical assets.

4. Health, Safety, and Compliance

- Ensure the highest standards of Health, Safety and Welfare for yourself and others are maintained, in line with internal policies.
- Ensure Safe Systems of Work are in place and adhered to for all activities under their control or that they are participating in.
- Adhere to international standards for the safety & security of airports & seaports.

**Typically accounting for as much as 40% of the working week.*

KEY CRITERIA:

ESSENTIAL

Grade I	Grade II <i>In addition to EGI</i>	Grade III <i>In addition to EGII</i>
Recognised electrical or mechanical or vehicle or marine engineering trade	≥ 5 years general M&E experience and a level 5 or greater qualification <u>OR</u> as Grade I with a further 2	Minimum 2 years' experience in Ports working environment plus excellent working knowledge of Ports

apprenticeship with level 3 qualification and tool kit.	years' experience specifically with Ports M&E equipment.	M&E equipment specific to their base location.
Basic diagnostic and fault-finding capabilities, ensuring attention to detail and methodical approach.		Proven exceptional diagnostic and fault-finding capabilities i.e. there is high confidence in the individual's ability to determine any given fault.
≥ 3 years' experience with M&E equipment.	Can take up roles in project inception and delivery.	Can manage discrete M&E related projects.
Ability to work individually and / or as part of a small team.	Proven diagnostic and fault-finding capabilities with Ports equipment or equivalent.	Can participate as an SME in the development of business cases using HM Treasury's Five Case Model.
Self-motivated, adaptable, and flexible with the ability to work under pressure.	Willing to lead, supervise and motivate directly employed staff and sub-contractors.	A proven ability to lead, supervise and motivate directly employed staff and sub-contractors.
Ability to communicate at all levels, verbally and in writing including using MS Office 365 products.	Undergone OEM training for systems and equipment either at the Airports or Harbours that include the Siemens S7 family of PLC controls and have a high level of PLC diagnostic competence with equivalent systems.	Undergone a variety of OEM training for a range of equipment <u>OR</u> demonstrate a similar level of understanding and expertise as an OEM technician developed through extensive experience with equipment within the postholder's purview.
Ability to absorb, understand and communicate technical information.	Can undertake basic risk assessments and produce simple safe systems of work in line with IOSH training.	Undertake and be responsible for complex risk assessments and produce detailed safe systems of work in line with HSE standards.
Participate in the use of asset management system(s) and other data collecting processes.	Have a health and safety qualification at least equivalent to IOSH Managing Safely, ideally NEBOSH.	Be a subject matter expert in either electrical, mechanical, hydraulic or pneumatic systems and have a broad working knowledge of all.

Willingness to train and be trained and participate to actively engage in personal development.	For systems used within Ports, have demonstrable competences in hydraulic / pneumatic systems <u>OR</u> for equipment using High Voltage systems.	Take the lead in the transfer of knowledge and upskill other team members technically and procedurally.
Work outside of normal hours, and Harbours-based staff may be required to participate in an on-call rota.	Ability to contribute towards knowledge sharing with and training of fellow team members.	Research new technical solutions/equipment on behalf of senior management.
Work at height, in inclement weather, in confined spaces, in difficult conditions including at sea, and to hold or be willing to work towards achieving IOSH Working Safely certification.		Purchase and implement new equipment within Ports infrastructure.
Police check		Advise/Train end users and other technicians in the use of, or maintenance of new equipment.
Category B driving licence.		

DESIRABLE

- NEBOSH safety qualifications
- Category C driving licence
- HSE Surface Supply commercial diving qualification
- IRATA rope access or equivalent working at height training
- High Voltage competency certification
- Project Management qualification
- Experience in NEC and JIB contract supervision

KEY COMPETENCIES:

LEADERSHIP

- Develop an understanding of own area's strategy and how this contributes to States of Guernsey priorities.
- Actively seek out and share experience to develop understanding and knowledge of own work and of team's business area.
- Find ways to improve systems and structures to deliver with more streamlined resources.

- Prepare for and respond appropriately to the range of possible effects that change may have on own role / team.
- Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary, from internal and external sources.

TEAMWORK

- Take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and Service Area strategy.
- Promote the work of the Ports and play an active part in supporting the public service values and culture.
- Encourage collaborative team working within own team and across the Ports.
- Continually seek and act on feedback to evaluate and improve their own and team's performance.

ACCOUNTABILITY

- Identify and understand relevant legal and commercial terms, concepts, policies and processes (including project approvals and assurance procedures) to deliver agreed outcomes.
- Recommend actions to achieve value for money and efficiency.
- Monitor the use of human and financial resources in line with organisational procedures and plans and hold team to account.
- Develop, implement, maintain and review systems and service standards to ensure acceptable levels of asset performance, quality, efficiency and value for money.
- Work with own team to set priorities, goals, objectives and timescales.