

**Job Title: Technician (full-time)**

**ID Number: BDE-Tech (BDEN-00006)**

**Grade PO4**

**Reports to: Energy Services Operations Manager (BDE-OM1)**

**1. Background and Job Purpose:**

This exciting role to join a growing company in the energy and district heating team of B&D energy. Reporting to the B&D Energy Operations Manager you will be instrumental in the Operation and Maintenance of B&D Energy's plant and network. Working as a key member on the B&D Energy team you will work to a set of KPIs and procedures to maintain and improve the performance and efficiency of B&D Energy's plant.

This role will be responsible for carrying out and / or ensuring operational inspections and maintenance routines are carried out on B&D Energy's assets. This role will grow with the company to encompass more of the plant and become more autonomous. You will have the opportunity to gain training in multiple fields as more responsibilities are brought in house.

In addition, the role will also undertake ad-hoc tasks / inspections to ensure systems and networks we adopt comply with our technical specification. They will also supply general technical support to the Ops Manager, and cover for the Lead technician during short periods such as illness or holiday.

We currently have two district heat networks in Barking and Dagenham which are growing as more properties are connected to our plant. With the largest site completing within in the area of 9000 residential properties towards the end of 2030 and an entire new energy centre planned to feed this. We currently supply heat and electricity to these properties, but as new developments come online in the future other services could come into play.

## 2. Specific Accountabilities of the Role

- a) Meet or better all Health, Safety, Quality and Environmental targets.
- b) Produce Risk Assessments and Method Statement (RAMS) when required.
- c) Carry out plant isolations.
- d) Maintenance responsibility for all mechanical, electrical and building management system (BMS) employed within the BD Energy system
- e) Carry out reactive maintenance when required by plant priorities.
- f) Complete plant improvement projects as time allows.
- g) Pump overhauls, valve and pipework repairs, fixing leaks, HIU servicing, fault finding, boiler checks, water treatment / temperature monitoring and constantly look for ways to reduce the overall cost of the production.
- h) Liaise with contractors to complete work safely.
- i) Administer and review Computer Maintenance Management System CMMS for historical trend & reliability analysis, and in order to maintain accurate inventories.
- j) Provide where necessary out of core hours call out cover for customers following the appropriate training and assessment.
- k) Undertake RCA on component failures, generating and implementing modifications & improvements to address reliability and performance issues within the plant.
- l) Provide cost estimates for improvement projects and generate capital requests for these projects.
- m) Participate in capital projects at all stages of implementation through to commissioning including pre-delivery inspections & installation of new plant for
- n) area of responsibility.
- o) Performance against job specific Standard Operating Procedures (SOP's)
- p) Support the improvement of the Integrated Management System (IMS) as required.
- q) Any other reasonable tasks requested by the BDOM.

### **3. GENERAL CONDITIONS**

#### **General Accountabilities and Responsibilities**

##### **Confidentiality**

The post holder will be expected to maintain the complete confidentiality of all material and information to which they have access and process.

##### **Data Protection**

The post holder must obtain, process and/or use information held on a computer in a fair and lawful way: to hold data only for the specified, registered purposes and to use or disclose data only to lawful persons or organisations as instructed.

##### **Corporate Governance**

The post holder must at all times act honestly and openly and comply with relevant corporate governance requirements, company law, employment legislation, standards of business conduct, codes of openness and accountability and other statutory requirements.

##### **Equal Opportunities**

To ensure that all duties of this post are carried out so that they conform to good equal opportunities practice in line with the organisation's Equality & Diversity related policies. The post holder should ensure their actions support equality and diversity at all times and adhere to the legal requirements of the Equality Act 2010 and all other Equalities legislation as it is enacted.

##### **Health & Safety**

Under the Health & Safety at Work Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the organisation and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks, or potential hazards.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in light of developing organisational and service needs and wherever possible change will follow consultation with the post holder.

### 3. Expected Experience and Qualifications

Holding at least a recognised and registered craft apprenticeship or other approved training and have at least 3 years relevant experience having demonstrated high versatility and flexibility.

The individual should hold ISOH Managing Safely qualification, training can be given.

They must also be able to write technical reports and have a working knowledge of Excel. .

You will be expected to attend further training courses as necessary.

Experience of district heat networks is desirable.

Experience of pumps and pressurisation units would be very valuable.

Experience with HIUs would be valuable, however training would be given.

Job Description Agreement		
Name of Postholder .....		
Signed .....	(Job Holder)	Date .....
Signed .....	(Manager)	Date .....

***Last reviewed:  
Evaluation No***

## Person Specification

<b>Post Title</b>	Lead Technician	<b>Grade</b>	TBC
<b>Section, Division</b>	B & D Energy	<b>Date of Person Specification</b>	18 May 2021

Job Requirements		Essential Criteria	Method of Assessment	Job Requirements		Essential Criteria	Method of Assessment
<b>Education, Training and Qualifications</b>	A level 3 engineering skills apprenticeship, ideally in either building management systems, electrical, or mechanical engineering.	E	AF1	<b>Knowledge, Skills and Experience</b>	Demonstrable working knowledge of Excel, BMS, and CMMS, ideally have at least a basic proficiency in the use of AutoCAD.	E	AF2/I
	Ongoing commitment to continuous professional training and self-development	E	I		Experience of working in the district energy sector or similar in an operations, and / or maintenance role.	E	AF3/I
					Experience and successful track record of resolving reactive maintenance and operational issues.	E	AF4/I
<b>Communication, Contacts and Relationships</b>	Ability to accurately record operational and maintenance activities, ensuring we get to the root cause of problems	E	I	<b>Equalities and Diversity</b>	Positive attitude to diversity incorporating commitment in	E	I

	and prevent them from reoccurring. Ability to relate to new starters and to communicate ideas, and monitor the standard of their work. Giving support where necessary.				relationships and work tasks		
	Ability to write reports which can be presented at Board level	E	I				
	Demonstrable Interpersonal Skills understand a customers problems and helping them to resolve the issue.	E	I				
<b>Creativity and Innovation</b>	Be capable of rapidly grasping concepts and presenting ideas	E	AF5/1	<b>Resources, data protection and information governance.</b>			
<b>Supervision / Management of People</b>	Must be capable of supervising specific tasks and jobs which are undertaken by contractors.	E	AF5/1	<b>Work Demands and Decisions</b>	Ability to organise and prioritise your own time and schedule	E	AF6/I
<b>Drive Values</b>	<b>Deliver</b> Accepts responsibility for own work, and keeps others advised of progress.		AFV1 /I				
	<b>Respond</b> Collects and makes use of feedback to develop and improve services.		AFV2 /I				
	<b>Inspire</b>	E	I				

	I take pride in my work and represent my organisation in a positive way						
	<b>Value</b> I understand my contribution and the part my role plays to meet the objectives of my organisation.	E	I				
	<b>Engage</b> Works with others to ensure that projects and tasks are completed.	E	AFV3 /I				
<b>Any additional factors e.g. specialist "know how"</b>							
<b>Criteria</b>	E - Essential	<b>DWP "Disability Confident Employer" Accreditation</b> Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job. <b>Armed Forces Community Covenant</b> All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job.		<b>Method of Assessment</b>	AF - Application Form		
					C - Assessment Centre		
					I - Interview		
					T - Test		
					W - Workplace Assessment or job trial		
					O - Other (please detail below)		