

<b>Employee Name</b>			
<b>Job Title</b>	Fire & Security Engineer		
<b>Line Manager</b>	Services & Admin Team Lead or Projects Manager		
<b>Supervising</b>	Apprentices/3 <sup>rd</sup> Party Contractors/Less experienced employees		
<b>Document Number</b>	JD209	<b>Revision Date</b>	22.09.2021
<b>Based</b>	Field		

## Job Purpose Summary

The Fire & Security Engineer will be responsible for undertaking work at customer sites on fire/security and other specialist systems. They will be expected to carry out work in accordance with work schedules and targets in a manner consistent with Nucore working 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.

- Liaising with customers & representatives, forming good working relationships
- Installing and maintaining systems to recognized industry standards and regulations.
- Carry out site surveys and compile asset registers as required.
- The scope of work can include installation, testing, commissioning, maintenance/service, handover and user training of the following types of system as required:
  - Fire
  - Intruder
  - CCTV
  - Access Control
  - Other related services
- Ensure company records are completed accurately and submitted in a timely manner in accordance with Nucore procedures
- Ensure test equipment is made available for calibration and certification where appropriate
- Ensuring that hand tools and plant used are maintained and correctly selected for the work scope
- Ensuring that any allocated company vehicles are kept and operated in line with company procedures
- Able to work on own initiative and as part of a team
- Actively participate in the Nucore Competence and Performance Management Systems
- Out of Hours Work – participate in the 24hr standby rota, accepting customer calls and responding appropriately within the required time period
- Actively participate in company competence and performance management procedures

**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.**

### **HSEQ Responsibilities**

- Comply with Nucore Group's HSEQ policies and procedures and ensure working practices are safe, always protecting the environment and Company reputation.
- Intervene, where possible, to prevent unsafe acts or conditions including stopping work where necessary. Restarting when it is safe to do so.
- Report any accidents, incidents or near misses and unsafe conditions, behaviours or acts to line management, or by using the Nucore Group observation card system.
- Ensure all personnel under your direct charge are suitably trained and competent to carry out the prescribed tasks and have read and understood RAMS issued to them, prior to starting work.
- Adhere to the controls described in risk assessments, RAMS and COSHH assessments, and highlight any shortcomings in the existing controls to line management.
- Visually inspect and check tools, equipment and plant which has been issued to you before use and report any deficiencies to line management.
- Correctly use PPE which you have been issued and inform line management when it is worn or damaged.
- Complete mandatory training as identified on the Nucore Group training matrix.
- On request, actively participate in audits and inspections.
- Actively contribute and work towards HSEQ goals, objectives, targets and initiatives
- Comply with client site safety requirements
- Ensure all waste handled is disposed of in a suitable manner

<b>Experience/Education/Training</b>			
<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b><u>Education, Training, Qualifications:</u></b>			
SVQ/NVQ III or Apprenticeship in relevant discipline (or equivalent) or 5yrs experience in a similar field	✓		CV/DC
Hold a full UK driving Licence	✓		DC
Electricity at Work - Safe Isolation Awareness	✓		DC
Basic Fire Alarm Design Experience (eg FIA Units)	✓		DC
Basic IP Networking CCTV/Access	✓		CV/Int
<b><u>Experience:</u></b>			
Experience in servicing and or installation within the Fire & Security or similar Industry.	✓		CV/Int
<b><u>Skills and Knowledge:</u></b>			
Computer literate in Microsoft office packages	✓		CV/Int/PR

Knowledge and understanding of writing quality reports		✓	PR
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**KEY:**

<b>CV = Application Form/CV</b>	<b>Med = Medical Questionnaire</b>
<b>JB = Job Records</b>	<b>DC = Documentary Evidence (E.g., Certificates)</b>
<b>Int = Interview</b>	<b>PR = Performance Review</b>

## The Person

You must have excellent communication and relationship building skills (written and oral) with the ability to communicate technical requirements of the role with all levels of the business and develop a good working relationship with Customers. You should be able to demonstrate attention to detail and accuracy skills whilst working under pressure. You will have the ability to prioritise own work and demonstrate a pro-active and flexible approach to meet the needs of the business. Being reliable, trustworthy, self-motivated with the ability to work alone as well as in a team is pivotal to success in this role.

Signed by Employee		Signed by Line Manager	
Date		Date	