

Employee Name			
Job Title	Fire & Security Engineer		
Line Manager	Fire & Security Line Manager		
Supervising	Apprentices/3 rd Party Contractors/Less experience employees		
Document Number	JD502	Revision Number	A0 29.04.2021
Based	Field Based		

Job Purpose Summary

The Fire and Security 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.

Qualifications and Training

Essential

- SVQ/NVQ III or Apprenticeship in relevant discipline (or equivalent)
- Hold a full UK driving Licence.
- CSCS Card
- Computer literate in all Microsoft packages

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.

Desirable

- Time-served apprenticeship or qualified to HNC/HND level in Fire Equipment related discipline.
- Computer literate (particularly in the use of Microsoft Word and Excel)
- IPAF 3a & 3B
- PASMA
- FIA Units
- 18th Edition Wiring Regulations
- CompEx

Experience

Essential

- Experience in servicing and or installation within the Fire & Security Industry
- Demonstrable experience working in a similar role within Fire Safety industry.
- Demonstrable experience working in a client/customer facing role.

Knowledge and Skills

Essential

- Sound communication skills (written and oral) with ability to communicate technical requirements of the role with all levels of the business.
- Demonstrate attention to detail and accuracy skills whilst working under pressure.

- Ability to prioritise own work and demonstrate a pro-active and flexible approach to meet the needs of the business.
- Be reliable, trustworthy, self-motivated with the ability to work alone as well as in a team.
- Excellent communication and relationship building skills.

Desirable

- Knowledge and understanding of writing quality reports.

Additional Requirements

The ideal candidate must have a good work ethic, be customer focused, be experienced with a range of alarm/safety systems and associated equipment. They must also be flexible in their approach to work due to the reactive nature of the servicing market.

Signed by Employee		Signed by Line Manager	
Date		Date	