

**JOB DESCRIPTION**

Job Title:	Electrical and Controls & Instrumentation Engineer	Job Holder:	
Department:	Engineering	Commenced:	
Reports To:	Engineering Manager	Location:	Canvey Island

PURPOSE OF ROLE

Responsible for internal & External Preventative, Reactive and Corrective maintenance work on the plant equipment. In order to continuously improve machine reliability, availability & capacity, to relevant legislation manufacturing standards

Working with third party equipment suppliers to ensure all maintenance activities are in line with agreed SLA's and there is a clear understanding of supplier maintenance activities vs. in house maintenance

KEY ACCOUNTABILITIES

Providing both a reactive and pro-active, highly skilled maintenance service on all operational equipment and facilities infrastructure.

Following and completing (signing off) planned maintenance (PMs, RMs & CMs) via a Computer Maintenance Management System and overseeing the adherence and timely completion of work carried out.

Increase the site operational effectiveness, improve on project delivery, mean time between failure and downtime reduction, and manage and implement improvement plans, driving Key Performance Indicators (KPI's) ensuring that Health, Safety and Environmental requirements are adhered to.

Actively participate in Projects, continuous improvement and modern manufacturing principals by highlighting deficiencies and recommending changes in training, working practices and processes.

Assist in the administration of the CMMS to ensure its accuracy at all times. CMMS is to be used for all maintenance and stock activities.

Liaise with external contractors for reactive maintenance and to schedule planned service maintenance. Request & check RAMS and oversee contractor works onsite to ensure work is carried out safely

Liaise with the SHEQ team to resolve H&S, environmental, internal audits, GMP, COSHH and ISO quality issues. Ensure all compliance checks are complete and correctly filed. With the site operating in full compliance with UK regulations and Global manufacturing standards

Attend all nominated training modules as necessary

Plus other reasonable tasks to complete the role effectively.

JOB CONTENT (broad list of tasks, inter alia)

Office Based

1. Advise management on whether continued operation of equipment could be hazardous.
2. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications in accordance with company policies & UK and International standards.
3. Provide electrical input for the production of Control of Work permits.
4. Propose improvements and enhancements to existing terminal systems.
5. Undertake Portable Appliance Testing in line with existing schedules.
6. Review electrical & instrumentation drawings / documents, making mark-ups as appropriate and following agreed process for revision & re-issue
7. Undertake scheduled IMT (inspection, maintenance, testing) of all office based electrical equipment (to include fixed wiring, lighting & power, fire alarms including smoke heads).

Field Operations

1. Assemble, install, test, and maintain electrical and electronic wiring, equipment, appliances, apparatus, and fixtures, using hand / power tools & test apparatus.
2. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
3. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with relevant codes and standards.
4. Test electrical systems and continuity of circuits in electrical wiring, equipment, and instrumentation, using testing devices such as ohmmeters and voltmeters to ensure compatibility and safety of systems.
5. Direct and support contractors to install, maintain, or repair electrical wiring, equipment, and fixtures.
6. Perform electrical equipment isolations as required.

General

1. Contribute to the preparation of permits as part of "control of work" system – e.g. electrical isolations.

SKILLS, KNOWLEDGE & EXPERIENCE

ESSENTIAL	DESIRABLE
<ol style="list-style-type: none">1. Demonstrable experience in LV electrical installation and maintenance operations.2. Excellent knowledge and experience of the installation, calibration and maintenance of electrical instrumentation.3. Knowledge and understanding of Control of Work systems.4. Ability to understand technical drawings e.g. P&IDs, loop diagram, SLDs5. Ability to work at height.6. Understanding of safety and environmental legislation applicable for the industry.7. Awareness of HV	<ol style="list-style-type: none">1. Previous experience in oil storage or oil refining industry.2. Qualified to install electrical systems to 18th edition wiring regulations.3. Knowledge of ATEX & electrical equipment types for use in hazardous areas e.g. Exd, Exe, IS4. CompEx qualified5. Knowledge of computer based control systems.6. Knowledge of control and communications systems & protocols

1.1 Deciding and initiating action.

- a) Makes prompt, clear decisions which may involve tough choices or considered risks.
- b) Takes responsibility for actions, projects and people.
- c) Takes initiative, acts with confidence and works under own direction.
- d) Initiates and generates activity.

3.1 Relating and networking

- a) Establishes good relationships with customers and colleagues.
- b) Builds wide and effective networks of contacts inside and outside the organisation.
- c) Relates well to people at all levels.
- d) Manages Conflict.
- e) Uses humour appropriately to enhance relationships with others.

4.2 Applying expertise and technology.

- a) Applies specialist and detailed technical expertise.
- b) Develops job knowledge and expertise through continual professional development.
- c) Shares expertise and knowledge with others.
- d) Uses technology to achieve work objectives.
- e) Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity.
- f) Demonstrates an understanding of different organisational departments and functions.

4.3 Analysing.

- a) Analyses numerical data and all other sources of information.
- b) Breaks information into component parts, patterns and relationships.
- c) Probes for further information or greater understanding of a problem.
- d) Makes rational judgements from the available information and analysis.
- e) Produces workable solutions to a range of problems.
- f) Demonstrates an understanding of how one issue may be a part of a much larger system.

6.2 Delivering results and meeting customer expectations.

- a) Focuses on customer needs and satisfaction.
- b) Sets high standards for quality and quantity.
- c) Monitors and maintains quality and productivity.
- d) Works in a systematic, methodical and orderly way.
- e) Consistently achieves project goals

6.3 Following instructions and procedures.

- a) Appropriately follows instructions from others without unnecessarily challenging authority.
- b) Follows procedures and policies.
- c) Keeps to schedules.
- d) Arrives punctually for work and meetings.
- e) Demonstrates commitment to the organisation.
- f) Complies with legal obligations and safety requirements of the role.

COMMUNICATION AND WORKING RELATIONSHIPS

1. Engineering Manager and Terminal Engineer
2. Other site Managerial and Administration staff
3. Maintenance contractors
4. Ship's Crew (as appropriate)
5. Customers and suppliers

NOTE TO RECRUITERS