



TRINITY HOUSE

## ROLE PROFILE

### SENIOR LIGHTHOUSE MAINTENANCE ENGINEER (CIVIL)

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#### JOB PURPOSE

To ensure the civil's maintenance of assigned elements of the Trinity House estate are maintained to the required standard as directed by the Technical Manager, in support of the Field Operations programme.

<b>KEY RESPONSIBILITIES</b>	<b>Field Operations</b>	<ul style="list-style-type: none"><li>▪ Draw up contract specifications and negotiate best value contracts for civil's maintenance contracts.</li><li>▪ Identify the technical suitability of contractors to carry out civil's work for Trinity House.</li><li>▪ Ensure all works completed on the Trinity House estate are completed following the CDM guidelines.</li><li>▪ Working closely with the Estate and Property Manager, ensure all necessary planning and listed building consents are obtained.</li><li>▪ Act as the Trinity House Client when managing contractors on site, ensuring all work is carried out to the agreed specification and quality.</li><li>▪ Ensure all civil's work is conducted in a timely and cost-effective manner and that delivery schedules are adhered to.</li><li>▪ Ensure that reports and returns are entered directly into the appropriate MMIS system.</li></ul>
	<b>Health &amp; safety management</b>	<ul style="list-style-type: none"><li>▪ Manage health, safety, environmental and quality management procedures, including relevant emergency procedures.</li></ul>
	<b>Asset management</b>	<ul style="list-style-type: none"><li>▪ Identify and report on improvements in maintenance regimes and potential improvement projects.</li><li>▪ Ensure delivery of appropriate feedback covering work being carried out.</li><li>▪ Advise on maintenance standards within the area of responsibility.</li></ul>

		<ul style="list-style-type: none"> <li>▪ As a prime stakeholder, provide information, feedback and guidance for inclusion in the Asset Strategy.</li> <li>▪ To identify, examine and report the cause for degradation in performance or failure of Aids to Navigation, associated structures, equipment and systems, depot plant, machinery, tools and test equipment.</li> <li>▪ Work with the Technical Manager to provide a high priority response to failures of Aids to Navigation, which in the view of management cause a serious threat to mariners.</li> </ul>
	<b>Budget control</b>	<ul style="list-style-type: none"> <li>▪ Work with the Technical Manager to identify budget requirement for lighthouse civil maintenance, provide specifications and quotes.</li> <li>▪ Monitor budget spend and report back to Technical Manager.</li> </ul>
	<b>Project delivery</b>	<ul style="list-style-type: none"> <li>▪ Provide focal point for Civil Reengineering within jurisdiction.</li> <li>▪ In consultation with Programme/Project Manager, provide detailed civil designs within capability, to include drawings, specification, costs and detailed implementation plans.</li> </ul>
	<b>Supervising others</b>	<ul style="list-style-type: none"> <li>▪ Manage the work of contractors or direct staff,</li> <li>▪ Under the direction of the Technical Manager, supervise the technical work of team members as required.</li> <li>▪ Act as mentor, and source of expertise and advice for the technical team members on all aspects of the civil's maintenance of assets.</li> </ul>
	<b>General</b>	<ul style="list-style-type: none"> <li>▪ Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.</li> </ul>
<b>ENTRY REQUIREMENTS</b>	<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>▪ An experienced building maintenance practitioner able to work unsupervised, including in selecting and managing building contractors.</li> <li>▪ Understanding of management information systems</li> <li>▪ A thorough working knowledge of the HSE requirements as relating to the construction and building industries, in particular those relating to CDM.</li> </ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A level 4 qualification in a relevant technical discipline or equivalent experience</li> <li>▪ NEBOSH CDM Certificate</li> <li>▪ Full driving licence</li> </ul>
	<b>Professional Competencies (ICE)</b>	<ul style="list-style-type: none"> <li>▪ Understanding and practical application of engineering</li> <li>▪ Management and leadership</li> <li>▪ Health, safety and welfare</li> <li>▪ Sustainable development</li> <li>▪ Interpersonal skills and communication</li> <li>▪ Professional commitment</li> </ul>