

JOB DESCRIPTION

Advanced Security Engineer	
Salary Scale/ Grade	Scale 6 - £24,313 including standby allowance and overtime
Service Area	Security & Operational Support
Team	Security Engineering
Responsible to	Security Engineering Supervisor
Responsible for	N/A
Functional Links with	All businesses within Totally Local Company Ltd, Council Directorates including the Head of Community Safety, Greater Manchester Police and partner agencies. Post holder communicates on a daily basis with Customers, Council Directorates, Council Members and suppliers of goods and services.
Duties and Responsibilities:	
<p>To undertake Surveys of any building, and assisting the Manager to produce a system design brief to SSAIB standards for Intruder/Access/CCTV alarm systems.</p> <p>To assist the Security Services Manager in the initial design of Intruder/Access/CCTV projects.</p> <p>To attend and participate in 'pre start' meetings on large installation projects.</p> <p>Liaise with Contract Management in order to specify requirements.</p> <p>To be involved in the annual inspection with the SSAIB representative ensuring compliance.</p> <p>To install and maintain electronic security systems in accordance with all relevant British and European standards and codes of practice.</p> <p>Complete all service reports and maintain service records for each individual system.</p> <p>To produce accurate lists of equipment required for each system.</p> <p>Provide written reports and technical support to the Security Operations Manager on the condition of each system.</p> <p>To provide technical advice to Contractors/Clients/Architects/Other Colleagues.</p>	

Ensure quality standards are met in the commissioning of work carried out by other operatives of the same trade. (sub-contractors)

Ensure safe and responsible working methods are adopted at all times.

Possess a full driver's licence to enable the use of a Council vehicle for transportation between work locations.

Provide emergency cover working to a "call out" rota.

Provide emergency "on call" cover for absent colleagues.

To measure work when requested.

Ensure appointments are maintained to provide good standard of customer service.
Undertake Risk Assessments on all work.

To participate in training programmes necessary to ensure competence when servicing and installing new equipment and ensure compliance with manufacturers recommendations and guidelines.

Resources:

Report any defects to vehicle
Report any defects with plant, tools
To resource materials from suppliers

To work positively and inclusively with colleagues and customers so that the Company provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Company's policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Company's Mission Statement.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

Print Name		Date	
Signature			