

Job Description

Post Title:	Appliances and Equipment Technician		
Directorate:	Service Support		
Department:	Appliances and Equipment		
Location:	Western Annex County Hall		
Grade:	E/F	Date:	January 2020

Responsible To:	WM Appliances and Equipment
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Liaison With:	The post holder will be required to establish and maintain relationships with a wide range of people including Senior Managers, Employees (Internal system users) and external equipment suppliers.
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Purpose of Job:	To continuously improve the processes within the department and evaluate user specifications to select suitable equipment for operational use on a wide variety of Service vehicles. Contribute to efficient and effective use of internal resources to meet the changing demands of the Service and optimise systems efficiency to meet organisational needs. To follow the department plan which contributes to delivering strategic objectives of the Service.
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Main Activities, Duties and Responsibilities:

1. Define user specification and select appropriate equipment from a range of external suppliers and manufacturers by attending user group meetings and liaising with external companies. Organise equipment evaluations with users and produce a risk assessment and manual handling assessment of purchased equipment.
2. Review current equipment provision and effectiveness to identify developments in technology and opportunities to reduce budgets. Plan the replacement equipment schedule so department managers can allocate budgets accurately.
3. Maintain and test equipment in accordance with manufacturers guidelines and arrange specialist testing of equipment where required. Review equipment data sheets for accuracy and liaise with workshops on the suitability of equipment stowage on vehicles for manual handling reasons.
4. Ensure that all equipment is registered with the asset tracking system and maintain bar-coding on equipment. Liaise with operational staff on replacement of lost or damaged equipment.
5. Builds and maintains effective relationships with internal and external departments to ensure equipment is selected, purchased and supplied to the end user efficiently and effectively, often working to tight time lines. Responsible for the ethical decommissioning or disposal of equipment at the end of life phase.
6. Works with system administrators to plan and prioritise the implementation of new equipment so that key users are informed. Liaise with other departments where required when issuing new equipment into the Service.
7. Completes system training needs analysis and develops and delivers training solutions to staff on the asset tracking system, areas of responsibility, utilising multiple approaches of training methods t
8. Maintains vehicle inventory records for each Service vehicle and ensure inventories, asset tracking and equipment data sheets are harmonised for efficient use of Service resources.
9. Assist department managers in monitoring spending on equipment which informs annual budget plans.
10. Attend project management meetings for equipment purchase and advise project managers on deliverables associated with designing, purchasing and commissioning of equipment.
11. Undertake to carry out any such duties, as may from time to time, be agreed and directed by the Assistant Chief Fire & Rescue Officer, which are commensurate with the grade.

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Postholder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	N/A
Budget Indirectly Responsible For:	Appliances & Equipment budgets
Number of Employees Responsible For:	Contact with an influence with suppliers and all key service personnel (circa 300 people)
Qualifications and Experience Required:	