

**West Midlands Metro (WMM) – Infrastructure Electrical & Mechanical Team Member**

<b>Post Title:</b>	Infrastructure E&M Team Member
<b>Department:</b>	Infrastructure
<b>Location:</b>	West Midlands Metro Limited
<b>Reporting to:</b>	Infrastructure Electrical & Mechanical Team Leader
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>• Infrastructure E&amp;M department when acting up as part of succession management to role of team leader.</li> <li>• Infrastructure Trainees when acting as training coach/ mentor</li> </ul>
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>• To support Midland Metro Ltd.'s mission which is to provide a safe and dependable tram service.</li> <li>• To undertake work to WMM Mechanical and Electrical Infrastructure ensuring it is carried out in a safe and efficient manner, compliant with applicable standards.</li> </ul>
<b>Role Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Ensuring inspection and maintenance tasks are being completed in a timely manner and in compliance with the planned maintenance schedule.</li> <li>• Ensuring the work tasks follow the correct procedures.</li> <li>• Work in a safe and professional manner.</li> <li>• Report all work activities and faults to the E &amp; M Team Leader.</li> <li>• Complete all relevant paperwork in a timely manner and/or update the Asset Management Information System.</li> <li>• All maintenance and repairs to the West Midland Metro substations and electrical /electronic equipment.</li> <li>• All maintenance and repairs to West Midland Metro stops and communication equipment.</li> <li>• Maintenance and repair of Depot and offices at Wednesbury, oversight of contractors carrying out planned works.</li> <li>• Assisting in project working and design of installations.</li> <li>• Assisting in test and commissioning of new systems</li> <li>• Assisting with the development and continued improvement of the Asset Management Information System</li> <li>• Involvement may be necessary when external contractors are required to conduct any planned works.</li> <li>• Continuous assessment and improvement of working practices embracing new technologies</li> <li>• Attend any new training required to carry out duties</li> <li>• On call duties</li> <li>• Switching duties</li> <li>• Working on night shifts as reasonable required by WMM management</li> </ul>

	<ul style="list-style-type: none"> <li>• Other duties as may reasonably be required by WMM management.</li> <li>• Succession management to role of team leader as required.</li> </ul>
<p><b>Training:</b></p>	<ul style="list-style-type: none"> <li>• Electrical principles course</li> <li>• Telecommunications and fibre course</li> <li>• Smartrams operational and maintenance course</li> <li>• SCADA course</li> <li>• Training in line with Infrastructure competency matrix</li> <li>• Look out</li> <li>• PICOP/PIC</li> <li>• Personal track safety</li> <li>• Points clipping, scotching and cranking</li> <li>• Primoss</li> <li>• Manual handling</li> <li>• IOSH</li> <li>• Competent person substation course</li> <li>• Courses for new equipment installed as part of upgrade or new extensions</li> </ul>
<p><b>Health &amp; Safety:</b></p>	<ul style="list-style-type: none"> <li>• To be aware of your personal security and the security of your vehicle or place of work.</li> <li>• To comply with health and safety instructions and directives issued by management.</li> <li>• To use the appropriate safety equipment properly.</li> <li>• To wear Personal Protective Equipment where applicable and report any loss.</li> <li>• To refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare.</li> <li>• To refrain from any action that might endanger themselves, other employees, customers or members of the public.</li> <li>• To ensure that all necessary safety precautions are taken and, if they are in a management or supervisory position ensure that instructions are provided.</li> <li>• To report immediately any accidents, incidents or near misses to your line manager as soon as possible and always within 24 hours. This should include both personal injury and vehicle damage.</li> <li>• To attend and cooperate in any investigation following an incident as required.</li> <li>• To cooperate with your employer in attending and actively participating in any health and safety related training courses as required.</li> <li>• To report immediately any hazard, faulty equipment or health and safety concern to your line manager and ensure action is taken to make the hazard safe i.e. fencing them off, using signs etc</li> </ul>
<p><b>Decision Making Authority:</b></p>	<ul style="list-style-type: none"> <li>• Within the remit of the job responsibilities</li> </ul>
<p><b>People Management:</b></p>	<ul style="list-style-type: none"> <li>• Supervision of contractors as and when required</li> </ul>

Legislation &  
Compliance:

- In common with the whole rail industry, the successful applicant will be required to pass a stringent drugs and alcohol test.

**Person Specification – Infrastructure Electrical & Mechanical Team Member**

Tasks:	Level of Experience	Desirable Or Essential
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> <li>• Evidence of implementing effective decision making processes</li> <li>• Worked within the light rail industry or in a similar maintenance environment role</li> <li>• A good working knowledge of rail or light rail infrastructure or similar complex mechanical, electrical, electronic, hydraulic and pneumatic systems.</li> <li>• A good working knowledge and competent in electrical/mechanical systems.</li> <li>• Use of computer based diagnostic equipment.</li> <li>• Competence of substation maintenance.</li> </ul>	Essential Essential Desirable  Essential  Essential Desirable Desirable
<b>Education:</b>	<ul style="list-style-type: none"> <li>• To have GCSE Maths and English at Grade C or above.</li> <li>• Electrical and mechanical qualifications.</li> <li>• IOSH</li> <li>• Management qualification to a minimum of ILM 2 or equivalent</li> <li>• Lifting platform competency of operation and use</li> </ul>	Desirable Essential Desirable Desirable Desirable
<b>Managing People:</b>	<ul style="list-style-type: none"> <li>• Experience of leading others, and ability to directly manage a team of maintenance technicians, being responsible for their performance and conduct at work.</li> </ul>	Desirable
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills, able to communicate effectively at all levels within and outside the company</li> <li>• Excellent written and verbal communication skills</li> </ul>	Desirable  Desirable
<b>Additional Qualities:</b>	<ul style="list-style-type: none"> <li>• A flexible approach to working hours</li> <li>• Working on a shift rostering pattern</li> <li>• Ability to use own initiative</li> <li>• Ability to drive various machinery and plant</li> <li>• Hold a Full UK Driving Licence</li> </ul>	Essential Essential Essential Essential Essential
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• To be trustworthy</li> <li>• To be reliable and punctual</li> <li>• To take pride in their appearance and adhere to the Company Dress Code Policy and Procedures.</li> <li>• Good organisational skills to aid the introduction of the 5 s principals</li> </ul>	Essential Essential Essential  Essential
		Desirable

Driving through Change:	<ul style="list-style-type: none"> <li>To have contributed to workplace improvements ways of working in your team</li> </ul>	
Drugs & Alcohol	<ul style="list-style-type: none"> <li>To undertake drugs and alcohol testing in line with current company procedures and policy.</li> </ul>	Essential