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| A | **Post Details** | | | | | | | |
|  | Job Title: | Service Engineer Level 3 | Function: | Engineering | | | | |
|  | Location: | Engineering Depots | Unique Post Number: |  | | | | |
|  | Reports To: | Line Manager | Grade: | SE3 | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | Responsible for carrying out repairs, examination work and second Level fault finding as directed by the Production Delivery Engineer/Line Manager, working safely and effectively with the team at all times, to the required standards and specifications | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13  C14  C15  C16  C17  C18  C19  C20 | Comply with safety systems and procedures.  Carry out examinations on trains for faults.  Carry out repair work and routine maintenance on trains to Specification.  Carry out mechanical inspection and gauging  Carry out component changes / heavy lift as required.  Complete any paper work/EMS tasks required.  Carry out electro-mechanical testing of units as part of routine examining.  Carry out fault finding and diagnosis.  Create scopes of work  Provide secondary (in depth) fault finding, including investigation into repeat failures.  Follow schematics and diagrams.  Undertake off depot duties as required, Railing, Man in Van etc.  Provide post-incident testing service, brakes, doors, WSP and Traction etc.  Use various on train defect analysis equipment, such as OTMR/TDS  Upload unit software onto rolling stock as required.  Ensure that standards are met and procedures are followed.  Manage and prioritise own workload, when required.  Input appropriate data to IT systems  Deputise for PDE as required.  Operate plant and machinery passed competent to use | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes | **🗸** | No |  |
| D2 | This is a KEY SAFETY POST | | | | Yes | **🗸** | No |  |
| D3 | This post requires SECURITY CLEARANCE | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes | **🗸** | No |  |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No |  |
|  |  | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | Carrying out Planned General Inspections of the following locations:   * [list locations or delete if not applicable] | | | | | | | |
|  | Acting as Fire Precautions Manager for the following locations:   * [list locations or delete if not applicable] | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
|  | Not Applicable. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1  F2 | Undertaking second level fault finding and repairs on rolling stock as required. Creating scopes of work.  Providing cover for the PDE. | | | | | | | |

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| G | **Person Specification** | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | |
| G1 | Experience, Knowledge & Qualifications 4 years experience in an engineering discipline  Technical Certificate in Engineering BTEC  NVQ Level 3 in Engineering Maintenance Electrical or equivalent  Intermediate accredited IT skills | | | | |
| G2 | Skills (including any specific safety critical competencies) Familiar with rolling stock maintenance (preferred)  Able to pass Personal Track Safety course or Depot Track Safety course.  Physically fit and able to pass a medical to engineering standard.  Able to interpret data. | | | | |
| G3 | Behaviours Practical Aptitude.  Customer focused  Can do philosophy | | | | |
| G4 | **Other** | | | | |
| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: | | None | | |
| H2 | Financial – Other: | | None | | |
| H3 | Staff Responsibilities – Direct: | | None | | |
| H4 | Staff Responsibilities – Other: | | None | | |
| H5 | Any Other Statistical Data: | | None | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |