

Job Description

A Post Details

Job Title:	Service Engineer Level 1 - Team Leader	Function:	Engineering
Location:	Engineering Depots	Unique Post Number:	
Reports To:	Line Manager	Grade:	SE1

B Purpose of the Job

Responsible for ensuring rolling stock is safely shunted, and prepared for service as directed.
To provide 1st Line Supervision for Shunter Drivers.
To assist as required with routine maintenance on rolling stock as directed by PDE.

C Principal Accountabilities

- C1 Responsible for the safe and punctual movements and berthing of rolling stock within the depot and whilst on Network Rail infrastructure between the confines of the recognised limits of shunts.
 - C2 Prepare trains for service as required and dispose of trains entering the depot as required.
 - C3 Responsible for maintaining thorough knowledge of Rules and Regulations and Traction that apply to your place of work.
 - C4 Ensure that all tasks are preformed in accordance with the depot operating instruction for movements and depot protection.
 - C5 Ensure compliance to the requirement of Engineering and Railway Group Standards and any other documents relevant to the operation of the depot.
 - C6 Comply with safety systems and procedures.
 - C7 Carry out examinations on trains for faults.
 - C8 Carry out repair work and routine maintenance.
 - C9 Complete any paperwork required.
 - C10 Follow schematics and diagrams.
 - C11 Carry out Depot Protection duties as required. (DRDP).
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- C12 Carry out Yard isolations.
 - C13 As directed undertake snow and ice clearing duties.
 - C14 Ensure your personal safety and that of others at all times.
 - C15 Flexible to work requirements and work varying shifts.
 - C16 Communicate effectively at all times.
 - C17 Provide coaching for trainee Shunter Drivers.
 - C18 Provide cover for the Yard Movement Controllers, (Panel operation Slade Green only)
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D Safety Responsibilities

D1	This post is required to undertake SAFETY CRITICAL WORK	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
D2	This is a KEY SAFETY POST	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
D3	This post requires SECURITY CLEARANCE	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
D4	The job requires competence in PERSONAL TRACK SAFETY	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
D5	This job has SPECIFIC SAFETY RESPONSIBILITIES	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

E Decision making Authority

Not Applicable

F Most Challenging and/or Difficult parts of the role

F1 Mixed Discipline of Vehicle movement and Vehicle maintenance

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G Person Specification

G1 Experience, Knowledge & Qualifications

- Experience skilled mechanical/electrical work.
- Able to pass Personal Track Safety course.
- IT Skills (essential) Word, Excel.
- Should have a good standard of education, 3 GCSE's in core subjects, Grade C (or similar) as a minimum.
- Competent in Shunter Driver Train Movement Standards
- (Able to pass as Signal Panel competent, Slade Green only)

G2 Skills (including any specific safety critical competencies)

- Good personal organisational skill.
- Proven ability to communicate and influence.
- Ability to follow schematics and diagrams.
- Physically fit and able to pass a medical to train drivers standard.

G3 Behaviours

- Practical Aptitude.
- Customer focused
- Can Do philosophy

G4 Other

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I Dimensions of role

I1	Financial – Direct:	None
I2	Financial – Other:	None
I3	Staff Responsibilities – Direct:	None
I4	Staff Responsibilities – Other:	None
I5	Any Other Statistical Data:	None

J Acknowledgement

J1	Prepared By: _____	Date: _____
J2	Approved By (Head of Department): _____	Date: _____

Job Description

K 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:

L 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:
