

# POSITION DESCRIPTION

<b>1. THE POSITION</b>	
<b>Position</b>	Assistant Electrical Engineer
<b>Competency</b>	Engineering Team
<b>Function</b>	Engineering
<b>Division</b>	Electrical Engineering
<b>Position Summary</b>	<p>The Assistant Electrical Engineer will support the Electrical Engineer to manage all electrical engineering and project activities associated with the safe and efficient running of the Dragon LNG terminal.</p> <p>The role holder will assist the Electrical Engineer to drive process safety and reliability by developing the electrical engineering and maintenance strategy, support initiation and management of major and minor projects through to implementation, whilst ensuring compliance with all legislative, industry and site regulations.</p> <p>The role holder will provide technical support on future projects ensuring discipline deliverables are met in compliance with the Dragon Project Management System.</p> <p>The Assistant Electrical Engineer will work closely with the Operations and Maintenance teams to ensure an effective engineering service is provided to maintain plant reliability and availability at all times.</p>
<b>Organisational Structure</b>	<p>This position reports to the Electrical Engineer and is an integral part of the Engineering team.</p> <p>There are no direct reports for this role.</p>

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<p><b>Key Accountabilities</b></p>	<ul style="list-style-type: none"> <li>• Assists the Electrical Engineer to ensure compliance with all relevant legislation, codes, standards and company policy, procedures and work instructions.</li> <li>• Provides support to the Electrical Engineer to maintain operational integrity and operational safety standards at all times.</li> <li>• Supports the maintenance of DLNG equipment using a risk-based approach and working to set tasks that deliver optimal business results without compromising integrity or reliability.</li> <li>• Guided by the Electrical Engineer, provides business support on all electrical engineering activities, advising on proposed modifications to facilities through the MOC process, provide input and support to HAZOP`s, LOPA and other safety related reviews.</li> <li>• Assists with plant design work, review and comment on electrical engineering design documents for projects initiated by contractors or other departments, answer queries and provide supporting data and technical information.</li> <li>• Monitors electrical equipment performance, specifying tests to be conducted on equipment to locate faults, bad actors and malfunctions, and to solve operating problems using RCA techniques as required.</li> <li>• Supports the Electrical Engineer in defining a strategy based on preventive maintenance, condition monitoring and risk-based assessment for the optimum inspection, calibration and maintenance activities of all Electrical systems.</li> <li>• Provides support to the onsite ATEX inspectors on routine inspections and remedial works to ensure DSEAR compliance.</li> <li>• Carries out Electrical Permit to Work and ATEX audits and ensures that DSEAR procedures and policies are being adhered to.</li> <li>• Consistently role models exemplary behaviours in line with company values.</li> <li>• Provides support to the Electrical Engineer by contributing to the development of a 5-year Engineering Improvement Plan.</li> <li>• Undertakes any other tasks commensurate with skills, qualifications and experience.</li> </ul>
<p><b>Change Authority</b></p>	<ul style="list-style-type: none"> <li>• Contributing to improve the effectiveness and accuracy of Electrical Maintenance procedures.</li> <li>• Stop work authority for any activity deemed unsafe.</li> </ul>
<p><b>Authority / Influences over Resources</b></p>	<ul style="list-style-type: none"> <li>• Contributes to functional reviews.</li> <li>• Undertakes audits and review of working practices.</li> <li>• Stop work authority for any activity deemed unsafe.</li> </ul>

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<b>Internal / External Interaction</b>	<ul style="list-style-type: none"> <li>• Interaction with all DLNG internal departments including multi-disciplinary interaction with operations and maintenance teams.</li> <li>• Interaction with site business partners.</li> <li>• Interaction with relevant regulatory bodies.</li> </ul>
<b>2. PERSON SPECIFICATION</b>	
<b>Experience Needed</b>	<ul style="list-style-type: none"> <li>• Relevant experience in HV and LV electrical systems and compliance in the Energy Sector.</li> <li>• Must be fully familiar with all relevant codes of practice and standards relating to the ATEX and DSEAr regulations. Must hold CompEx Ex01 to Ex04 and preferably Ex12 (Application Design Engineer) and Ex14 (Responsible Person) certification</li> <li>• Familiar with the strategy for optimum inspection, calibration and maintenance activities of all HV and LV systems including hazardous area equipment, this will be in conjunction with the terminal philosophy of condition monitoring utilising the Maximo CMMS system.</li> </ul>
<b>Knowledge, Skills, Attributes and Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of HNC in Electrical Engineering.</li> <li>• Knowledge of UK and international codes of practice in the Electrical industry.</li> <li>• Knowledge of Health, safety and environmental requirements associated with a top tier COMAH installation.</li> <li>• Knowledge of fault level, load flow and protection coordination given that the site requires a peak load in excess of 30 MVA with a switchgear fault rating of 50 KA at 11KV.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Team player and result oriented in terms of achieving maximum maintenance performance.</li> <li>• Supervisory skills and can deliver effective feedback to others.</li> <li>• Computer literacy including using various IT packages</li> <li>• High level of numeracy, literacy and an aptitude for problem solving</li> </ul>
<b>Special Features</b>	<p>Dragon LNG terminal operates 24 hours per day, 365 days per year. The role holder will be expected, on an ad hoc basis, to amend their working pattern temporarily to attend site to support the team.</p>

**As a DLNG employee you are required to comply with all DLNG policies and procedures.**



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I have received, reviewed and fully understand the contents contained within the job description	
Employee Signature:	Date:
Line Manager Signature:	Date: