

## Job Description: Leedswatch CCTV Engineer

<b>Division</b> Environment and Housing	
<b>Section</b> Leedswatch	
<b>Post Title</b> Leedswatch Security Engineer	<b>Grade</b> C3
<b>Post(s) To Which Directly Responsible</b> Leedswatch Engineer Manager	
<b>Post(s) For Which Directly Responsible</b> None	
<b>Purpose Of Job</b>  To oversee the installation and maintenance of control room functions such as CCTV/Security specialist computer systems, matrices, data transmission.  Installation and maintenance of Private, Commercial and Public Space CCTV/Security systems, Bus Lane enforcement cameras, Automatic Number Plate Recognition (ANPR) systems and other such equipment relating to the security industry.	
<b>Responsibilities</b> <ul style="list-style-type: none"><li>• To provide installation, maintenance and repair services to the Leedswatch control room equipment, associated computer systems and its peripherals.</li><li>• To provide installation, maintenance and repair services to security installations and equipment for both internal and external clients.</li><li>• To provide installation, maintenance and repair services to Bus Lane enforcement and automatic number plate recognition systems.</li><li>• To work at height using vehicle mount hydraulic access platform and ladders</li><li>• To work within confined space e.g. roof void, when necessary</li><li>• Post holder will be required to undertake manual handling</li><li>• Post holder will be required to use power tools and hand tools</li><li>• To ensure that work is completed within its scope, schedule and to specification.</li><li>• To ensure paperwork, records and databases are kept accurate and up to date</li><li>• To use the financial ordering system to purchase equipment and maintain stock items</li><li>• Communicate effectively with other sections of the authority, elected representatives and outside bodies.</li><li>• To be the first point of contact in the absence of a senior engineer</li><li>• To work flexibly to meet the needs of the service, and the ongoing development of the service.</li><li>• To contribute to the development and promotion of Leedswatch.</li></ul>	

- To assist staff and public members with difficult situations, and to be polite and professional if difficult or abusive situations arise.
- To be responsible for supporting and advising new and existing staff as appropriate, and undertake a 'buddying' or coaching role as and when necessary.
- To work individually and as part of a team to ensure your key performance indicators, objectives and targets are met.
- Work with the Police and other agencies to provide an appropriate response to incidents and requests.
- Producing and maintaining detailed records and evidential material in a clear and accurate format which may be used in Court.
- Responsible for working to and implementing the agreed policy of the Leedswatch Code of Practice and the CCTV Strategy
- To comply the Health and Safety and Equal Opportunities policies of the City Council and legislation regarding employment conditions, discrimination and data protection.
- To work in a cooperative environment and share knowledge and best practice with colleagues and managers across the service where appropriate
- To use own initiative and judgement where appropriate.
- To maintain complete confidentiality at all times and to sign a declaration to that effect.
- To fully understand and adhere to the requirements of Data Protection legislation.
- To carry out duties in accordance with Leeds City Council Values.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post as specified by the appropriate Manage.

### **Relationships**

The post holder will be directly managed by the Engineer Manager or the Service Manager within the wider LeedsWatch structure. The post holder will be required to maintain effective working relationships with Members and staff at all levels within the Department, and other Departments of the City Council and the public.

### **Physical Conditions**

The post is based at LeedsWatch, Middleton, Leeds 10. However, the post will be responsible for delivering services city wide and may be required to work from a variety of locations, depending on the work being delivered. The post requires some outdoor investigative / survey work involving covering reasonable distances, possibly on undulating terrain.

### **Economic Conditions**

Grade:	C3
Annual Leave:	24 days (177hours & 45mins), rising to 29 days (214 & 45mins) after 5 years continuous service.
Hours:	37 for full time. Hours of work will be determined by business need and will cover LeedsWatch operating hours which are currently 24/, therefore high levels of flexibility will be required.
Flexitime:	Yes - In line with business requirements.
Conditions of Service:	NJC conditions apply

### **Prospects**

#### **Promotion:**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

#### **Training:**

The Department encourages training both "in-house" and external training to meet the needs of the individual and of the Department.

### **Qualifications**

You should ideally be qualified or evidence as a minimum working towards achieving such qualification in a subject including or equivalent to:

- Security or electronics industry related discipline i.e. City and Guilds Knowledge of Security and Emergency Alarm Systems – Closed Circuit Television 18-5103
- Information technology and computer networking
- Full driving licence

**Job Description Prepared/Reviewed by**  
Martin Clark

**Job Description Approved by**

**Date:** 17<sup>th</sup> April 2015

**Date:**

### Employee Specification

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Skills	Ess	Des	MOA
Experienced in the installation, maintenance and repair of CCTV/security systems.	X		I/A
Experienced in cabling and containment installation techniques.	X		I/A
Computer literacy, knowledge of Microsoft Windows and Microsoft Office Suite.	X		I/A
Good IT literacy, Knowledge of networking and IP.		X	I/A
Committed to excellent customer service and putting the customer at the heart of everything you do.	X		I
Ability to resolve issues with minimum Supervision	X		I
Able to work on multiple projects with their own deadlines under own initiative.	X		I
Ability to communicate efficiently with staff, members of the public and outside bodies.	X		I

Knowledge/Qualifications	Ess	Des	MOA
Security or Electronic industry related discipline	X		I/C
Qualified in a subject including computing/network or equivalent.		X	I/C
Full driving licence	X		C
Knowledge of the Leeds area		X	I

<b>Experience</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Working under own initiative	X		A/I
Experience of working to strict and often conflicting deadlines	X		A/I
Working with a variety of computer systems		X	A/I
Familiarity with data transmission methods	X		A/I
Experience of CCTV and alarm systems	X		A/I

<b>Behavioural And Other Related Characteristics</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Flexible to meet the demands of the workload	X		A/I
Willing to work unsociable hours	X		A/I
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	X		A/I
Willing to take personal responsibility under and abide by the Council's Health and Safety Policy.	X		A/I
Conscientious and committed approach towards completing tasks accurately and to deadlines to achieve the Divisions objectives.	X		A/I
Commitment to own personal development and learning.	X		A/I

**Method Of Assessment (MOA)**

**A = Application Form**

**I = Interview**

**C = Certificate**

## RISK ASSESSMENT OF THE POST

CLIENT GROUPS, the employee will work with \*

General Public	x	Housing Tenants	x	Other Agencies	x
Children		People with learning difficulties		Clients in their own home/residential home/hostel	

PHYSICAL CONDITIONS:

1. Work is conducted in the main \*

Indoors		x	Outdoors		x	Sitting		x	Standing		x	Walking		x	Office Accommodation	
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2. The job will involve \*

Lone Working	x	Working out on the Estate	x	Working Underground		Working in Confined Spaces	x
Working on the Counter		Working in Void Properties		Working at Heights	x	Manual Handling Tasks	x
Stretching	x	Bending	x	Climbing	x	Driving	x
Cash Handling		Use of Display Screen Equipment	x	Potentially working in a smoking environment		Contact with Discarded Needles	

\* Tick where appropriate to indicate what aspects the job will involve.

3. This job may involve possible exposure to (specify) Angry Violent members of the public

We therefore offer (specify) 2 operatives minimum on potentially vulnerable installations, if high risk police accompaniment/escort as a protective measure.

CONTROLS TO MINIMISE HAZARDS - The following specialist equipment will be provided for the job.

1. Personal Protective Equipment (please specify)      Harness
2. Protective Clothing      Hi-visibility, Hard Hat, Boots, Gloves
3. Type of Vehicle (other than car)      Vehicle mount Hydraulic Platform
4. Other equipment used Drills, Ladders, Hand tools, Vice.

To control the hazards identified by this assessment,  
We are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.