

# Job Description

<b>Job title</b>	Fire and Security Engineer
<b>Profession</b>	Property Maintenance & Technical Assurance
<b>Band</b>	E
<b>Directorate</b>	CCO (Customer)
<b>Accountable to</b>	Technical Manager – Fire and Security

## Job Purpose:

The role will deliver servicing, maintenance and installation of fire alarms, emergency lighting, door entry and CCTV Systems to Sovereign Network Group's (SNG's) properties.

**Financial responsibility:** No financial responsibility

**People responsibility:** No direct or indirect reports

## Autonomy:

Within the broad direction set out by the Technical Manager – Fire and Security, this role will deliver key accountabilities.

## Key Accountabilities:

- Maintain, service and repair any fire alarm systems to the current British standards BS5839-1-2025 BS 5839-6:2019+A1:2020 and in line with the company B.A.F.E Accreditation SP203-1 Modular. This will involve working on addressable and conventional fire panels including Advanced/C-TEC/Gent Xenex/Morley/Twinflex.
- Use in-house reporting software to accurately detail results from routine testing and highlight any issues with the Fire Alarm systems while on site.
- Keep up to date with any industry changes and/or regulation updates that are required.
- Ensure all systems worked on comply to the BS5839-1-2017 standard and report back any defects.
- Maintain and repair the emergency lighting systems to the current British Standard BS5266-2016.
- Replace fittings where required due to failure, confirm correct operation following duration testing.
- Record any issues relating to wiring, lamp life, and potential risks to residents in job notes, and escalate these to the line manager and schedulers via email in line with internal procedures.
- Deliver accurate reports by consistently identifying and highlighting issues in a timely manner.
- Ensure work is carried out on time and to the customers' reasonable satisfaction, and in accordance with good professional practice.
- Work with and provide information relating to technical matters, to scheduling and electrical teams.

- Liaise with other colleagues, surveyors and sub-contractors as necessary to ensure the timely completion of works within agreed operational targets.
- Ensure accurate and timely completion of all paperwork, via i-pad, including job tickets and timesheets.
- Keep appropriate and accurate records of work carried out using job manager.
- Order new materials, when necessary, through the registered suppliers via email.
- Attend meetings, training sessions, and conferences as required.
- Participate in the out-of-hour emergency roster as required.
- Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to SNG's corporate objectives.

### General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

### **Knowledge and Skills:**

#### Essential

- Good working knowledge of Fire Alarm systems and as a minimum have F.I.A training modules or similar.
- Good working knowledge of Door Entry systems including but not limited to Videx and KMS fob systems or similar.
- Competence across multiple disciplines is essential, though candidates may specialise in fire safety equipment, door entry, or a mix of both.
- Good understanding of AOV systems both stand alone, and fire alarm linked.
- Ability to carry out emergency testing.
- Full clean driving license.

#### Desirable

- Able to work well on your own and part of a team, being able to manage your workload effectively and communicate well with the managers and other colleagues.
- Ability to display a professional, polite approach and an understanding of residents' needs.

- Knowledge, experience and qualifications to other fire safety equipment and systems such as firefighting equipment or aspiration equipment.
- Experience within the social housing sector liaising with residents, access arrangements, discussion of works.
- Fire extinguisher servicing trained to BS 5306-3 'Servicing and Maintenance', BS 5306-8 'Selecting and Positioning'. Qualification can be obtained if not currently held.
- Experience of working on auto door closures mechanisms and equipment.

*This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.*

<b>Version</b>	<b>Job code</b>	<b>Author</b>	<b>Date created/modified</b>	<b>Effective date</b>
1.0	4004	NH	6/1/2021	6/1/2021
2.0	4004	Claire Dinsey (New template only)	02/2024	02/2024
3.0	5128	Rebranded / Ian Short / Austen Knight	06/2026	06/2026