

JOB DESCRIPTION – NATIONAL COAL MINING MUSEUM FOR ENGLAND

All employees work for the National Coal Mining Museum for England, which is a charitable company limited by guarantee, registered with the Charity Commission and Companies House. The charity has been created to ensure that Caphouse Colliery is preserved as a vitally important part of our national heritage and protected for future generations. It aims to do this by keeping coal mining alive through collecting and preserving the industry's rich heritage and creating enjoyable and inspiring ways for people of all ages, backgrounds and needs to engage with the story of coal, and its legacy.

1 . POST DETAILS

1.1. **Title: Electrical Engineer**

1.2. Reference: EE/2025

1.3. Location: National Coal Mining Museum for England, New Road, Overton, Wakefield, WF4 4RH

2. REPORTING TO:

Mine Director and Head of Estate Management

3. SUPERVISORY RESPONSIBILITIES:

Shared responsibility with the Mechanical Engineer for the following staff:

Mechanical / Electrical Supervisors / Mine Guides / Apprentices

4. OVERALL PURPOSE OF POST:

- To fulfil the legal requirement for the employment of an Electrical Engineer under the 2014 Mines Regulations 10(1)f and, under the direction of the Mine Director, to work in partnership with the Mechanical Engineer through being responsible for the testing, installation, monitoring and maintenance of all the Museum's electrical equipment.
- Under the direction of the Mine Director, working jointly with the Mechanical Engineer, to be responsible for the maintenance of the Museum buildings and grounds.
- To be responsible under the direction of the Mine Director, for the electrical engineering element of the department's budget and subsidiary budgets connected with the management of the mine.

5. SPECIFIC TASK AREAS:

5.1 General Duties:

Electrical Engineering

- Manage the maintenance and inspection of the Museum's electrical equipment including power supply and distribution, portable appliances, winding engine, telephone systems, signalling equipment, computer facilities, etc.
- Provide advice, guidance and expertise to the Curatorial Department on the Museum's electrical artifacts.
- Ensure daily electrical defect books are completed and sign as authorised signatory.
- Attend HSE Inspectorate liaison meetings.
- Supervising electrical and groundwork contractors including risk assessment approval and in accordance with statutory requirements issuing excavation permits.

Site Responsibilities

- Responsible for the maintenance of the Museum's grounds, buildings and children's play areas.
- Maintain mobile plant and underground facilities.
- Responsible for site design specification and implementation of services and infrastructure e.g. telephones, water supply, fire-fighting systems etc.
- Assist in the setting up of exhibitions and ensure that day-to-day care and maintenance is carried out.
- Monitor and manage the utility provision and services and liaise with outside bodies regarding amendments to negotiated contracts.
- Manage and maintain the operational railway system.

Staff Management

- Assist in the recruitment and selection of new staff.
- Prepare shift and duty rotas for the Museum's guides/craftsmen.
- Provide appropriate staff training.
- Complete attendance sheets and authorise requests for annual leave.
- Support mentoring and training of apprentices

Ancillary Responsibilities

- Set up and assist in, the management of special events.
- Prepare and deliver presentations on the subject of mining and mining specific health and safety.
- Statutory and Policy Documents.
- Set up, monitor and review the Environmental policy.
- Provide support and advice to the Director Finance Planning and Performance. in their responsibility for setting up, monitoring and reviewing information technology contracts and policy.
- Keep all relevant statutory documents up to date.

- In liaison with external bodies, establish firefighting policies and procedures, monitor facilities and provide appropriate training to fire wardens.

5.2 Other Duties:

Undertake other duties at a comparable level of responsibility when required.

5.3 Special Features:

- In conjunction with the Mechanical Engineer, Safety Engineer, Head of Visitor Services to work a shift system that involves working five days per week inclusive of weekends and bank holidays.
- Without prior approval by the Mine Director, either the Electrical or Mechanical Engineer must be on site during the normal opening hours of the Museum and on those out of normal hour's occasions when maintenance work is being carried out.
- To have shared responsibility with the Mechanical Engineer, Safety Engineer, Head of Visitor Services for the overall Museum site during weekends, bank holidays and some evenings when required, to deal with complaints and queries from the Museum's users in the absence of more senior managers.
- To respond to out of normal hours calls to deal with issues such as fire or burglar alarms etc.

6. PERSONAL CONTACT:

6.1 Internal:

- Other members of the Museum staff, particularly the curatorial department.
- Board of Trustees

6.2 External:

- HSE Mines and Quarries Electrical Inspectorate.
- Outside organizations such as fire services, utility companies, etc.
- Resource suppliers and contractors.
- Members of the public.

7. QUALIFICATIONS AND SKILLS:

- The postholder is required to be a qualified coal mining electrical engineer holding a Mines and Quarries Engineer's Certificate.
- Capable of solving electrical engineering problems mainly within a maintenance environment.
- Authorised by the electrical distribution company to work systems up to 11 KV.
- Management and supervisory skills and experience.
- Effective inter-personal communications skills and an ability to prepare and deliver presentations on mining related topics.
- Knowledge and experience of budget management and control would be an advantage.

8. HEALTH AND SAFETY:

8.1. In accordance with sections 7 and 8 of the 1974 Health and Safety at Work Act ensure the health and safety of all staff and resources within the potholder's area of responsibility, i.e. delegated responsibility in relation to the postholder's duties and personal responsibilities.

8.2. In addition, the Management of the Health and Safety at Work Regulations 1992 detail the following:

- Employees must inform their employer or supervisor of any work situation that might present a serious and imminent danger to health and safety.
- Employees must inform their employer or supervisor of any shortcomings in the health and safety arrangements, even when no danger exists.

8.3. Under the overall responsibility of the Mine Director to appoint a competent person, health and safety duties unique to the Mechanical and Electrical Engineers posts include the following:

- Statutory responsibilities.
- Monitor, record and review safety procedures, exams and tests.

- Produce method statements and risk assessments for site activities. • Maintain documentation associated with COSHH regulations.

9. EQUAL OPPORTUNITIES:

9.1. The postholder's duties must at all times be carried out in accordance with the Museum's Equal Opportunities Policy and other policies designed to protect employees or the Museum's users from harassment.

9.2. It is the duty of the postholder not to act in a prejudicial manner towards the Museum's users or employees. The postholder should also counteract such Practice or behaviour by challenging it or reporting it.