

JOIN THE TEAM



SUSTAINABLY DELIVERING LIFE'S ESSENTIAL SERVICES FOR OUR ISLAND

Records & Drawing Office Technician Network Services

Our organisation

We are a £100 million turnover organisation, with a dedicated team of over 400 people; a diverse and highly skilled workforce, who are committed to providing high quality utility services to our customers.

Our purpose is to supply households, businesses, public and third sector agencies on the Isle of Man with high quality, reliable electricity, clean wholesome water, and a wastewater network and treatment system to take wastewater and surface water away and return it safely to the environment. In addition, we also provide natural gas transmission services.

Your position

- Your line manager is the Design Services Manager
- Your team delivers/supports the provision of up-to-date geographical records of the electricity network, customer outage notifications, updating of the GIS system, provision of AutoCAD drawings, reviewing Planning Applications, preparing and issuing scheme documentation.
- You are responsible for plotting and digitising new electricity assets and updating records on an ESRI GIS system in accordance with statutory requirements, providing customer outage notifications in a timely manner, issuing scheme documentation, reviewing and commenting on planning applications, providing assistance to the Design Services team.
- You will be based at Ballacottier and are expected to work at any Manx Utilities location
- Any other reasonable tasks, duties and initiatives within the job holder's capabilities

Our Values: **Respect** | **Integrity** | **Teamwork** | **Excellence**



PO Box 177 • Douglas • Isle of Man • IM99 1PS
e: hr@manxutilities.im • t: 687687 • www.manxutilities.im

Closing date: 17th October 2025

Your role...

Terms:

Your salary and terms will be analogous to ex-MEA Grade 2.

Policies:

Every job role supports the achievement of our key policies:

- Health & Safety
- Quality
- People
- Assets
- Environment
- Governance

Core responsibilities:

The Core Responsibilities of a Records & Drawing Office Technician are to carry out any of the following duties which are appropriate to your level of authorisation, training and experience and comply with the requirements of the Safety Rules:

- Provide a quality service to our customers
 - Achieve agreed objectives effectively within specified timescales
 - Ensure health, safety and wellbeing is a priority in all that you do
 - Accurate recording on site of new electricity assets in accordance with statutory requirements
 - Maintenance of all tools & equipment necessary to undertake plotting work
 - Digitising of new records and updating existing records on an ESRI Utility Network GIS system
 - Production of GIS maps and plans as required
 - The administration, maintenance and care of historical and current records pertaining to the electricity network.
 - Checking and commenting on Planning Applications including responses, objections & appeals
 - Updating and scanning of paper-based records such as completed job cards
 - Production of CAD drawings when requested to do so
 - Issuing of scheme documentation when required
 - Production and issuing of outage notifications using the GIS system
 - Work towards improving your knowledge of the electricity network
 - Production & updating of procedures relating to electricity network record keeping.
 - LV competent person as appropriate to the job role
 - Provide cover for your work colleagues during periods of holidays & sickness
 - Dealing with telephone enquiries and providing cover for the Design Services administrator as required
 - General availability for assisting with faults and emergencies on the electricity network
 - Any other task within your capabilities, which may be delegated to you.
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Knowledge, skills & experience:

The qualities required for you to function effectively in your job role are outlined below:

- Awareness of, and compliance with, relevant health, safety and environmental legislation and Industry standards
- Understanding of the requirement for performance in accordance with our policies
- Team player
- Collaborative working and knowledge sharing
- A knowledge of the electricity network
- Positive attitude and commitment to continuous improvement
- Good IT skills, with particular knowledge of CAD, GIS and Microsoft Office applications.
- Good understanding of maps, plans and developers drawings
- Ability to deal with customers, work colleagues and contractors concerning electricity network records.
- Hold a full driving licence
- Enthusiastic and able to work indoors & outdoors in all conditions
- Ability to effectively manage your own workload.
- Good numeracy & written communication skills.

Attributes...

	Essential/ Desirable	Methods of assessment
Qualifications		
<ul style="list-style-type: none">• 5 GCSE (Grade C or above) including Mathematics and English Language or hold equivalent Qualifications.	E	CV/Interview
<ul style="list-style-type: none">• HNC or be studying towards an equivalent qualification in relevant discipline.	D	CV/Interview
<ul style="list-style-type: none">• Full UK/IOM Driving Licence	E	CV/Interview
Experience		
<ul style="list-style-type: none">• Experience of using ESRI Geographical Information System (GIS) or similar digital mapping systems.	E	CV/Interview
<ul style="list-style-type: none">• Experience of using ESRI Utility Network (UN).	D	CV/Interview
<ul style="list-style-type: none">• Experience of outdoor work, accurately recording information and surveying assets in the field and on building sites.	E	CV/Interview
<ul style="list-style-type: none">• Experience in using Microsoft Office applications.	D	CV/Interview
<ul style="list-style-type: none">• Experience of reading and interpreting maps, plans and developers drawings.	D	CV/Interview

Knowledge & skills		
<ul style="list-style-type: none"> • Good Oral & Written Communication Skills. 	E	CV/Interview
<ul style="list-style-type: none"> • Knowledge of electricity networks and how they operate. 	D	CV/Interview
<ul style="list-style-type: none"> • Good IT / GIS / Digitising / CAD skills 	E	CV/Interview
<ul style="list-style-type: none"> • An understanding of health & safety legislation & procedures 	D	CV/Interview
Disposition		
<ul style="list-style-type: none"> • Able to work independently and as part of a team. 	E	CV/Interview
<ul style="list-style-type: none"> • Reliable, conscientious with good attention to detail. 	E	CV/Interview
<ul style="list-style-type: none"> • Able to work on own Initiative. 	E	CV/Interview
<ul style="list-style-type: none"> • Willingness to learn by attending academic and practical training courses. 	E	CV/Interview
<ul style="list-style-type: none"> • Physically fit to work on building sites and in the field in all conditions. 	E	CV/Interview