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|  | | | | JOB DESCRIPTION | | | | | Form JD1 |
| JOB TITLE: Electrician | | | | | **POST NUMBER:** 1100CSA | | | | |
| **REPORTS TO** (Job Title): | | | | | Supervisor | | | | |
| **DEPARTMENT:** Building Maintenance | | | | | GRADE: 7 | | | | |
| **JE REF:** | | | 3312 B00581 | | PANEL DATE: | | | 261113 | |
| **1.** | **MAIN PURPOSE OF JOB**    To service, maintain & undertake fault-diagnosis on complex and diverse Electrical installations. To provide a First class professional quality of Craftsmanship and customer orientated delivery of service to all the Building Department’s internal and external customers.  All work undertaken to be delivered to the highest standard of workmanship and within the guidelines as laid down by the “Institute of Electrical Engineers” current edition of the “Wiring Regulations” (British Standard 7671), Electricity at work regulations, and conforms to our membership of the National Inspection Council for Electrical Installation Contracting” (NICEIC).  To adopt a multi skilled approach to tasks to allow job completion with the minimum visits and follow on from other trades. | | | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | | | |
|  | 1 | Carry out Electrical repairs, maintenance and installations to the current Institute of Electrical Engineers (IEE) wiring requirements & codes of practice. | | | | | | | |
|  | 2 | The skill to work from detailed Electrical design drawings, specifications and circuit diagrams and be able to use you own judgements when making decisions, to ensure compliance with regulations. | | | | | | | |
|  | 3 | Testing and inspection of Electrical Installations to current IEE requirements and take appropriate remedial action where required, ability to complete correct paperwork and certification. | | | | | | | |
|  | 4 | Working with a wide range of Electrical Installations and specialist equipment such as fire alarms, emergency lighting, 3 phase installations and controls. | | | | | | | |
|  | 5 | Ensure that all Electrical test certificates and reports are completed to specification and signed by the appropriate person ready for submission to the Client / Client’s agent. | | | | | | | |
|  | 6 | To be able to carry out diagnostic fault finding on a wide range of installations, in order to comply with regulations and correct and safe functions of installations. | | | | | | | |
|  | 7 | Be able to comply with the current Customer Service Standards. | | | | | | | |
|  | 8 | Be able to monitor the post holder’s own customer care skills and the need to review if necessary | | | | | | | |
|  | 9 | Ensure that all worksheets, Documents and other paperwork are submitted correctly and on time as and when required | | | | | | | |
|  | 10 | Assist with the training and day to day supervision of apprentices and guidance of correct procedures and working practices. | | | | | | | |
|  | 11 | Assessment of jobs, requisition of materials, taking all necessary measurements, picking up materials, van stock control and all associated with the aforementioned works inc. safe disposal of all waste materials. | | | | | | | |
|  | 12 | Participate in a call-out/standby rota for evenings, weekends and Bank holidays if and when required.  The rota will be determined firstly with preference given to volunteers wherever possible. | | | | | | | |
|  | 13 | Provide guidance, advice and liaise with contractors, clients, customers and staff as required. | | | | | | | |
|  | 14 | Undertake training as appropriate to ensure the necessary skills, competencies and qualifications to carry out the post. | | | | | | | |
|  | 15 | Assist in the receipt, issue, pricing of extra works via site instructions, orders etc. | | | | | | | |
|  | 16 | Have a flexible approach to working hours and at the request of the Supervisor assist if possible and convenient with out of hours installations ie. Markets, displays & festive lighting. | | | | | | | |
|  | 17 | Provide a Multi-skilled operation to allow tasks to be undertaken with minimum visits and personnel where possible. | | | | | | | |
|  | 18 | Responsibility for your allocated vehicle any necessary checks to that vehicle and identification of any required maintenance | | | | | | | |
|  | 19 | Responsibility for the materials and equipment stocked on your vehicle | | | | | | | |
|  | 20 | Provide a level of service, quality and standard to maintain our membership of the National Inspection Council for Electrical Installation Contracting” (NICEIC). | | | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. reporting - | | | | | | | | |
| Direct: 1 (Apprentice Electrician) | | | | | Indirect: 0 | | | |
| **4.** | **CREATIVITY & INNOVATION**  All of the work undertaken requires an element of creativity and innovative thinking due to the nature of the work and working conditions.  For instance the post holder will be required to work in many different building types such as; flats, houses, Travellers sites, offices and schools, therefore you must be confident and competent to converse with all members of the community, Emergency services and utility companies.  The post holder must possess the ability to deal with clients, customers, tenants, external and internal contractors, office staff and management with professionalism to ensure any problems/faults are dealt with both quickly and efficiently and that solutions are identified and implemented within efficient timescales.  You must have the ability to deal with all other trades and have an understanding of how they operate and the contribution they make to any project and adopt good working practices to reach the end result. You will be required to complete joint tasks together successfully, for example boiler installations where you are required to work with Gas Engineers in the installation of new boiler systems.  To be able to recognise training requirements specific to the post or for the future advancement and able to identify gaps in the skill base at the Council as a way to improve the service we offer.  The post holder is expected to use their initiative within existing guidelines to resolve any issues/solve problems that arise on a day to day basis.  The post holder is expected to work within a team to ensure performance targets are met including time and cost relating to any job. This will involve generating and implementing ideas that will increase the profitability of any routine or task. You will be expected to take personal responsibility for the contributing to the improvement of existing services and quality standards.  The post holder should demonstrate creativity and enterprise in all aspects of the post – finding innovative solutions to problems. | | | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**  Dealing with issues with both staff and customers of the service. Requiring tact and sensitivity on a daily basis.  Some of the contact can be confrontational when assessing and negotiating with customers regarding repairs to their property. The use of your own skills and judgements will allow you to commence work & be complete the tasks to the customers’ satisfaction.  The need for a good working relationship with all levels of management and supervision, as this is essential for the continued success of the service.  Frontline operational staff are most usually the first point of contact for any customer and a positive, polite, understanding and respectful attitude to the customers needs is a requirement.  Regular meetings with construction work-based Assessors/Reviewers  for apprentice training inc. associated paperwork and reports. To train, guide and mentor apprentices to the required standard and to support them in completion of their qualification.  Onsite liaison & Meetings with Heads of Establishments, site Managers, Caretakers, Designers and Technical representatives. The need for relationships to be maintained so customers and clients are kept informed and updated as to the progress of works and implications on budgets and final outcomes  Liaison with utility companies, public utilities, other contractors, sub contractors, material suppliers and technical helplines and Emergency services.  Participation in annual inspections by National Inspection Council for Electrical Installation Contracting” (NICEIC). | | | | | | | | |
| **6.** | **DECISIONS**  **Discretion & consequences**  **Discretion**  The decisions may have an effect on the service, the customer and staff. A wrong decision could lead to the temporary closure of a school, leisure facility ect. With the loss of revenue or inconvenience to customers, staff and public. It is therefore essential that all aspects of the work to be undertaken are given careful consideration  Day to day decisions could influence future service delivery. The ability to make informed & correct decisions can lead to increased follow on work and contracts been offered and been made available due to good workmanship & cost effective practises.  Onsite decision making and solutions, solutions & recommendations to customers about the correct procedures, materials and equipment to be installed and advice on safe operation and care.  Part of the post holders job will be to arrange access to properties in order to carry out repairs and installations, you will be expected to manage your timetable, organise and prioritise workloads to meet customer needs.  Responsible for specific area of work within the wider building services processes and team. Operational decisions made in the absence of the Supervisors.  The feeling of shared ownership of problems and tasks to promote a positive outcome for all involved.(ie, turning up on the right day with the right tools, PPE and materials to complete the task).  Responsible for the daily vehicle checks and reporting of any defects,  responsible for the upkeep of van stock and any ancillary equipment  Full awareness and appreciation of the Council`s objectives, Quality standard promises and Beacon council status. Consequences Potential short-term impact on service delivery and operational reputation.  Decisions will have an impact on the service delivered to customers.  The need to make the customer feel positive and confident about the standards of service delivery and the end product.  Promotion of Best value standards so the customer feels they have received the best possible service.  Due to nature of working of working with Electricity it can be a high risk occupation, dealing with various different installations, the consequences of poor working practices could lead to serious incidents including death. Failure to comply with industry standards regulations and the law in extreme cases could lead to serious charges against you in a criminal court. (such as corporate manslaughter) | | | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*  Description  Tools and Equipment  Van stock materials  Vehicle (council asset only)  Test Equipment  Analyser Equipment  Onsite laptops/software( diagnostic equipment)  Mobile technology equipment  Cherry pickers ,specialist access equipment (occasional use, festive lighting ect) hired in for special access requirements (multiple times a year)  Harnesses and lanyards  PPE | | | | | | Value  £ 2000  £ 2500  £ 20000  £ 1500  £ 500  £ 1`000  £ 300  £ 30`000  £ 200  £ 200 | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work Demands The work is subject to change and interruption and occasionally involves change to the programme of work.  The job is subject to reacting to emergency works at Local Authority properties.  The job is subject to meeting appointments made by others.  Although some of the work is planned, quite a lot of the work is done on a reactive basis and the post holder has to organise their work in order to meet the demands put on them and make arrangements with their supervisor if these cannot be met. Physical demands The work is of a physical nature and the post holder is expected to climb ladders, work at height, work under floors and spends most of the day standing, walking and occasionally lifting.  The works are carried out by qualified trades people and requires high levels of concentration. Working conditions The post holder is required to work in various conditions such as dirty or empty properties which may have no electricity and therefore no heating or lighting.  On occasions, some of the conditions can be cramped (confined spaces) when working in boiler rooms etc.  Working at heights, off ladders, scaffolding and elevated platforms (cherry pickers) etc.  The post holder is also required to work outside in all weather conditions on a regular basis. This may be due to deadlines and the need for tasks to be completed to allow others to complete there tasks on schedule.  The post holder is required to work flexible hours as and when necessary  The post holder my be required to work 24hr standby on a rota basis and may be called out any time in this period Work context The post holder spends the majority of their time working on their own in occupied properties where they may occasionally be at risk of both physical abuse and aggressive behaviours from the occupants.  Work must be carried out within the procedures set out in the Safety Method Statements and the post holder must work within the ‘Duty of Care’ of employees to all Health & Safety legislation appropriate to the post and towards colleagues, Customers and the general public.  Ensure that all accidents and near misses are reported when they happen.  Working at height with the use of specialist access equipment ie. Scaffolding, ladders and elevated platforms (cherry pickers) etc. | | | | | | | | |
|  | Use of correctly identified PPE, necessary to undertake the task in a safe manner and inline with risk assessments and recommendations.  Ensure employees compliance within the Health & Safety at work act 1974.  Able to work at heights when required and recognise and use any necessary safety equipment.  Working with low voltage supplies up to and including 440V 3 phase and be able to apply safe systems of work to carry out tasks in a safe manner with the least disturbance/inconvenience and interruption of supplies to the end user.  **KNOWLEDGE & SKILLS**  **Qualifications**  **Essential.**  Undertaken a comprehensive 5 year Electrical apprenticeship and gained all the required skills and knowledge as required by industry standards.  Education and training to City & Guilds of London Institute, Approved Electrician pt1/pt2 or NVQ level 3 in Electro technical Installations. Acquired achievement measures 1 & 2 (AM1 & AM2) in practical assessments. Undertake any required update qualifications as new legislation changes.  City and Guilds 2391 Inspection and testing and certification of Electrical Installations.  City and Guilds level 3 certificate in the requirements for Electrical Installations.(BS7671 2008)  Cable avoidance tool & locator trained (where required, training provided)  Access platforms and MEWP trained and IPAF licensed (where required, training provided)  Undertaken confined spaces training (where required, training provided).  Undertaken Asbestos awareness training (training provided).  **Knowledge**  **Essential.**  Full working knowledge and experience of the IEE wiring regulations, associated British standards and IEE guidance notes.    Fully conversant with Part “P” of the Building regulations and all its implications and requirements.  Knowledge of Health & Safety procedures in relation to Electrical work and the general Building Industry. | | | | | | | | |
|  | The knowledge and experience to carry out site based Risk Assessments and awareness of safe systems of work.  Knowledge of Construction/M&E Services related Health, Safety, Welfare & Environmental legislation.  Full working knowledge of “Electricity at work regulations 1989”  Awareness of building fabric and construction methods in relationship to Asbestos awareness, Fire barriers and Building regulations etc.  **Skills**  Good oral, written and interpersonal skills  Be computer literate and conversant with MS Works and Excel.  Basic skills to be able to perform other building related tasks.(multiskill)  Ability to work within the rules of, and maintain our membership of the NiCEiC.  Ability to work at heights & suitably trained in use of access equipment.  Full Driving Licence relevant to the vehicles used and weight restrictions.  The ability to complete and submit accurate worksheets, documents and associated paperwork on time and when necessary.  Ability to organise and prioritise workload across a variety of clients in a commercial environment.  Ability to respond to customer demand with well developed customer communication and awareness skills.  Ability to work as part of a team by sharing knowledge & experience in order to gain clear results.  This post requires the post holder to undertake an enhanced – child workforce (with barred list check) criminal record check via the Disclosure and Barring Service. | | | | | | | | |
| **10.** | **Position of Job in Organisation Structure**   |  | | --- | | Job Reports to:  Supervisor |  |  |  |  | | --- | --- | --- | | THIS JOB |  | Other jobs at this level: |  |  | | --- | | Jobs reporting up to this one:  Apprentice Electrician/Trainee’s/Improvers. | | | | | | | | | |