**Job Description**

**Main Purpose of Job:**

You will work within the Council’s housing maintenance team delivering excellent services to tenants of the council and private customers. Your role is required to carry out a wide range of electrical tasks including rewiring and testing works, all to NICEIC rules and IEE electrical wiring regulations BS:7671 - 18th Edition (including amendments) and to required contract standard. You will also be require to take part in our emergency out of hours team on a rota basis.

**Our Values**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

1. To act on instructions in regard to the safe completion of all electrical activities and tasks required, fully complying with all regulations, health and safety requirements, risk assessments and good working practices.
2. To carry out and complete all electrical works to a high quality standard and in a competent manner.
3. To ensure the property/work location is left in a clean and tidy condition.
4. To ensure all works are left in a safe manner adhering to safe isolation procedure.
5. To be fully conversant with all aspects of electrical works in both 230v and 400v.
6. The prompt completion and submission of all required paperwork such as Job sheets, time sheets, delivery tickets etc. to allow the swift processing of recharges and financial monitoring.
7. To execute a high level of customer care when dealing with the customers and other clients.
8. To partake on a rota basis to cover out of normal hours emergency work
9. To be able to carry out tasks such as minor plaster repairs and joinery works.
10. The careful management of all equipment and materials supplied for the execution of works and reporting of any concerns or defects noted.
11. To effectively and appropriately engage with tenants and customers in regard to works proposed, discussing areas such as work scope, expected duration, levels of inconvenience, temporary services being provided etc.
12. To liaise with other staff, surveyors and sub contractors as necessary to ensure the timely completion of works within agreed operational targets.
13. To undertake all/any new or refresher training necessary to remain fully compliant with all legislation and the duties listed above
14. All employees must observe and comply with the Councils health and safety policies and procedures.
15. Leave all works in a safe manner.
16. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
17. To promote and adhere to the workplace values of our organisation.
18. Maintain in a good condition any works vehicle provided and to comply to our Vehicle Home Policy.

**Line Manager: Building Supervisor**

**Responsible for: na**

**Political Restriction:**

This post is not politically restricted.

Note: This is a description of the job as it is constituted at (**May 2022**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * General building and domestic maintenance work.
* Inspection, fault finding and testing of domestic properties.
* To be fully conversant with all aspects of electrical works in both 230v and 400v
* A competent knowledge of all relevant health and safety requirements, and the ability to highlight potential hazards.
 | * Mechanical and engineering installations.
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| **Skills and Abilities:** | * Competent in all electrical areas of work.
* Ability to complete, interpret and process administration including for example NICEIC test forms (certificates).
* Demonstrate high level of communication skills.
* Be physically fit for building trade tasks.
* Working under own initiative or as part of a team.
* The ability to be confident with working at heights and confined spaces
* The ability to be able to read plans and drawings and follow detailed instructions
* Have a good understanding on digital technology and able to use digital devices such as smart phones and tablets, with a good understanding/knowledge in the use of software such as Microsoft outlook.
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| **Education and Training** | * City and Guilds 236 parts 1 & 2 or equivalent to currently 18th Edition BS:2382.

Minimum of GCSE grade C in Mathematics and English. | * City and Guilds 2391 testing and inspection.
* Asbestos awareness.
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| **Other Requirements** | * **On occasions, operatives are required to be cleanly shaven in order to wear Respiratory Protective Equipment. (This also includes the fitting of RPE). This is in order to comply with the Health and Safety at Work Etc Act 1974.**
* A commitment to own development and to supporting training and development initiatives.
* Full UK driving license
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