

## JOB DESCRIPTION

<b>Post Title: Housing Services Electrician</b>	<b>Director/Service/Sector Local Services and Housing</b>		<b>Office Use</b>
<b>Band: Band 7</b>	<b>Workplace: Northumberland County Wide</b>		<b>JE ref: 4136</b>
<b>Responsible to:</b> Repairs and Maintenance Team Leader	<b>Date: April 2022</b>	<b>Manager Level: N/A</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> To undertake full rewire installation, repairs and the servicing of electrical installations and appliances in the Council's housing stock, and other premises to a high quality in accordance with any predetermined specification, and relevant industry and British standards and approved codes of practice working to given timescale and or appointment. Using the councils scheduling process			
<b>Resources</b>	Staff	Mentoring and day to day supervision of apprentices. Supporting their development and training , including taking pa Evidence of multiskilling within the construction industry in reviews with training bodies and team leaders.	
	Finance	N/A	
	Physical	Equipment, tools and van	
	Clients	Tenants, internal and external stakeholders. - shared responsibility for the general wellbeing and safety of those who use the service, the general public.	
<b>Duties and key result areas:</b> <ul style="list-style-type: none"> <li>● Carry out installations, repairs, and maintenance to council owned electrical installations and components including testing and certifying works done in line with industry standards using the councils electronic certificating tool all works and administration duties to be carried out to a high standard</li> <li>● Undergo such training as required to maintain a high competency level in the area of electrical contracting and management of electrical safety</li> <li>● Where required conduct risk assessments to ensure high levels of good practice and health and safety are maintained and updated in line with industry standards</li> <li>● Carry out post inspections in relation to quality of work carried out and the safe application of the safety requirements of the NICEIC</li> <li>● Produce reports to the Team Leader as and when required in relation to electrical safety</li> <li>● Carry out fault finding, testing, the removal or adjustment of existing fittings, fixtures and parts, cleaning, re-assembly, installation of new fittings and fixtures. This will include the following fittings and fixtures           <ul style="list-style-type: none"> <li>● Light fittings sockets and wiring circuits</li> <li>● Smoke Alarms</li> <li>● Electric pumps</li> <li>● Electric cooking appliances</li> <li>● Central heating programmers.</li> <li>● Electronic heating and hot water controls</li> </ul> </li> </ul>			

- Fuse Boards including Micro Circuit Breakers (MCB) and Residual Current Devices (RCD)
- Room and hot water thermostats
- Fans
- Electric showers
- Erection and working from portable scaffold
- Dri-master anti-condensation units
- Installation and maintenance of external lighting.
- Green Energy Appliances such as heat pumps
- Portable Electric Appliance Testing - (training and equipment can be provided)

This list is not exhaustive.

- Where a detailed specification is not provided to determine the cause of the fault by testing electrical components, then undertake the most cost-effective solution to remedy the defect. Where necessary seeking authorisation from Line Manager / Team Leader before proceeding.
- To undertake a periodic test in accordance with the latest IEE regulations and the requirements of the NICEIC.
- Complete a test certificate upon the completion of each service recording details of the results of testing, recording all work undertaken, reporting on the condition of the installation and making recommendations for any further work including rewiring and live tests.
- Use of the Councils I.T. systems and hardware to provide certification for works done and to record works order completions
- To assess whether an appliance represents a danger to the occupant and where a repair cannot be affected immediately to append a potentially dangerous appliance notice to the defective equipment. Give advice to the occupant concerning the notice and the use of the appliance. Where appropriate make arrangements through the Team Leader for any follow-on work.
- Where an appliance has not been installed in accordance with the manufacturer's instructions and the latest regulations and codes of practice bring the matter to the immediate attention of the Team Leader or Maintenance Manager. Prepare a report on the findings and provide statements where requested to NICEIC and the Health and Safety Executive where and investigation is undertaken.
- Bring to the attention of the Team Leader or Maintenance Manager any problems that have been identified with regard to the supply of electric including tampering with the electrical supply and meter installation in order that the matter can be brought to the attention of NEDL. Provide a report on any findings and provide a statement where requested to NEDL or the police.
- To have a sound working knowledge of all elements of building construction, components, building trades and applicable building regulations.
- To have a sound knowledge of the latest IEE regulations applying to electrical installations and any requirements of the NICEIC. The post-holder must undertake regular update training and achieve competence levels in order to retain certification.
- Work to an appointment system and complete work within priority timescales.
- To ensure that and inspection and test equipment is working correctly, and that re-calibration is arranged at regular intervals in accordance with the manufacturer's instructions.
- To have a sound working knowledge of health and safety legislation and safe working practices and ensure these are adopted when undertaking repair or construction work and where required issuing instructions / advice to tenants to ensure the health and safety of any occupants.

- Take part in the Council's emergency out of hours service for which a payment is made
- To ensure that a high level of customer care is adopted when undertaking repair or construction work including: Providing information and advice on any work to be undertaken
- To take the necessary steps to protect tenant's furnishings and effects from any incidental damage or dust during work.
- To ensure any building rubble or debris is cleared up and removed from site, leaving the site in a clean and tidy condition.
- To advise the tenant where any follow on work is required and to ensure that the Multi Trade Foreman is advised accordingly so that appropriate arrangements can be made.
- To receive and refer any additional repair reports from tenants and pass appropriate details to the Repair Reception Centre.
- Be productively employed ensure all work is completed within priority timescales and appointments are kept, ensuring that works orders are handed in the same day and completed accurately and fully.
- € To ensure that adequate store and materials are available in order to undertake the required repair. Employees will be responsible for the maintenance of their imprest stock levels. They will be required to keep such materials in a secure fashion and replenish stock as necessary, keep proper records, to itemise stock usage on individual works orders and immediately notify their supervisor of any discrepancy or losses discovered, if they occur.
- € To undertake a visual inspection of any vehicle used by the post-holder to ensure that lights, tyres washers and wipers are in a serviceable condition. Vehicles must be driven with courtesy and care and kept clean and tidy by users Complete daily vehicle inspections every morning prior to starting work record any defects using the council's processes and procedures Ensure vehicle defects are reported to the council's vehicle workshop as soon as possible
- € To ensure that any measuring is undertaken accurately.
- € Willingness to undertake any training or development identified to meet the demands of the service.
- € The post holder will be committed to multi-skilling to undertake peripheral or incidental work not directly associated with the post-holder's main trade in order to complete a repair. E.g., minor plumbing, joinery, plastering and occasional brickwork. Minor electrical works, with appropriate training.
- € Undertake periodic training and development as required by the needs of the service, to ensure changes in systems and emerging technologies can be managed and serviced in line with regulations and manufacturers requirements.
- € Ensure that all work is carried out safely in line with H&S regulations, policies and procedures. Undertaking and contributing to Risk Assessments as and when required.
- € Attend all toolbox talks and briefings as required by the service.
- € Ensure compliance with organisational requirements for Data Protection, risk management, safeguarding, health and safety and other legal and statutory requirements, along with best practice and general duty of care. Including supporting the council's obligation to ensure community safety through making referrals as and when appropriate.
- € To ensure confidentiality is maintained at all times.
- € The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other

duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:  
Working patterns:  
Working conditions:

Travel to work sites, area offices, throughout the County on a routine basis  
Normal working week Monday to Friday,  
Site and Office based occasional involvement with service users regarding complaints linked to electrical works undertaken

**PERSON SPECIFICATION**

<b>Post Title:</b> Housing Services Electrician	<b>Director/Service/Sector:</b> Local Services and Housing	Ref: 4136
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<p>Substantial experience in the technical aspects of electrical testing and fault finding                      Minimum qualifications - 18th edition electrician - Experience in working alongside internal electricians in the pursuit of excellent services                      Experience in using I.T. systems relevant to the role (e.g.) easycert                      City &amp; Guilds 2391 inspection and testing (or equivalent)</p>	<p>Experience in using Google and Microsoft I.T. Applications                      Experience of the standards and membership requirements of the NICEIC                      Experience of the requirements and standards of the IEE</p>	(a),(i)
<b>Experience</b>		
<p>Experienced electrician with an up to date working knowledge of IEE and NICEIC regulations                      Experience in working collaboratively with all service providers and users                      Experience of working alongside electrical colleagues and encouraging best practice within the industry</p>	<p>Experienced in working in social housing sometimes in challenging situations                      Experienced in providing detailed electrical inspection reports                      Excellent I.T. skills                      Have experience in the construction electrical industry                      Have worked in Social Housing as an electrician</p>	(a),(i)
<b>Skills and competencies</b>		
<p>Effective I.T. skills and able to use I.T.C. to achieve work objectives                      Ability to provide                      Numerate and able to prepare relevant reports and statistics                      Be able to prepare work related risk assessments                      Applies a methodical approach to problem solving                      Has the ability to convey technical information in an easy to understand way                      Negotiation skills that allow for the passing of information in challenging circumstances                      The ability to promote safe working practices                      Dependable and willing to take the lead in electrical matters                      Ability to meet the travel requirements of the post                      Ability to mentor and supervise trainees and apprentices, including attending meetings and writing progress reports to support their development.</p>	<p>Skilled use of Google and Microsoft I.T. applications                      Ability and familiar with the operation of the Council's technical recording software " Easy Cert"                      Committed to undertake any necessary training to maintain competency of the role                      Committed to continuous professional development                      Committed to continuing service improvement                      Good interpersonal skills with the ability to build excellent working relationships</p>	(a),(i)
<b>Physical, mental and emotional demands</b>		
<p>Need to maintain general awareness with on-going periods of enhanced concentration whilst undergoing inspection and testing of electrical installations                      Ability to deal with situations and information which may place significant emotional demands on the post holder                      There will be periods of high tempo demands requiring the post holder to remain calm under pressure</p>		(a),(i)

<b>Motivation</b>		
<p>Must be self motivated and have the ability to work unsupervised.  Understanding the diverse needs of customers.  Work collaboratively as part of a team  Flexible approach to delivery of the service to customers.  Willingness to support the need to provide an out of hours / emergency service  and attend appointments outside of normal working hours on occasion.</p>		
<b>Other</b>		
<p>Maintain a Full clean driving licence to deliver the service across a wide  geographical area.  Able to work unsupervised  Able to work outside of normal office hours, as required.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits