BRIGHTON & HOVE CITY COUNCIL JIN 4241bm

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| **Job Title:**  | Electrician – Testing and Compliance  |
| **Reports to:**  | Electrical Supervisor  |
| **Department:** | Housing, Neighbourhoods and Communities |
| **Section:**  | Housing  |

**Purpose of the Job**

Undertake high standard of domestic and communical repairs and rewires/electrical work in Council properties to ensure that electrical Installations which are worked on are safe for use.

**Principal Accountabilities**

* Ensure thatall electrical work is carried in accordance with The Electricity @ Work Regulations 1989 and in line with the requirements of BS 7671 (as amended) and the Councils procedures and policies.
* Carry out Inspection and Testing on all electrical work, ensuring all results are accurate and complete and to maintain all paperwork and electronic data records relevant to the work carried out and to ensure completion of the job is confirmed and a comprehensive and accurate history is available for audit purposes, which includes quality, H&S issues and for invoicing purposes.
* Responsible for ensuring electrical work is undertaken in a safe manner and to leave the property free of any potential danger caused by themselves or having been done by others.
* Carry out any non licenced non notifiable works associated with necessary electrical works. In line with Regulation 10 of the Control of Asbestos Regulations.
* Work as part of a team or alone in delivering electrical repairs and refurbishments.
* Mentoring an Apprentice, if required, including supporting them in gaining all training requirements and ensuring their compliance with H&S, escalating any concerns to your line manager.
* Take ownership in undertaking fault finding, maintenance repairs and new installations, aiming for a first-time completion where possible – including maintaining a vehicle stock as per operating procedures.
* Working hard to ensure productivity is maximised and labour and material costs are kept to a minimum, with only essential purchases.
* Providing a positive customer experience including but not limited to adopting a professional, helpful approach with service users and all other internal and external customers, exhibiting a professional appearance and attitude, displaying BHCC ID badges when attending to works, maintaining condition of vehicles, driving and parking courteously.
* Process all activities electronically or manually as required. This includes but is not limited to completing risk assessments, worksheets, timesheets, photographic evidence of works before/during and after, van stock replenishment, booking of annual leave, vehicle inspections and writing reports on works required or completed as necessary.
* Follow and support policies, procedures, initiatives and work instructions at all times and keep all supplied council assets in a good condition in line with council policies, reporting to your Manager where damages occur.
* Utilise existing stock or collect materials, as and when required, to meet works order requirements, in accordance with standard operating procedures.
* Attend and actively participate in all meetings and training sessions (including Tool Box Talks) as required.
* Follow guidance for call out service if carrying out work out of hours.
* Communicating with the planning team – to book in any required further works detailing the length of time required and providing full work descriptions and highlighting urgency of works, any special order materials or any other details needed to ensure successful completion.
* Escalate any need for technical support to works supervisors in the first instance.
* Communicate any works delays with planning team to allow reallocation of works.
* Actively seek additional tasks when completing works ahead of schedule.
* Working well as part of a team, linking with and supporting other trades to ensure successful completions of works.
* Ensure compliance and adherence to H&S regulations, BHCC standard operating procedures, BHCC values and quality assurance
* To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
* To use equipment according to instructions
* To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
* To report any unsafe act, or condition, any accident, incident or near miss according to Health and Safety Policy.
* Demonstrate, maintain and monitor the council’s commitments to best practice with legislation, codes of practice & good working practices relevant to all work activities.
* Undertake any other duties as required by the council, provide back up to other electricians to cover any absences or support with works.
* Carrying out weekly vehicle checks to confirm the vehicle is in a roadworthy condition and it has not sustained any damage. Any issues with condition of the vehicle and/or damage need to be reported as per the fleet process and reporting to your line manager with details of action taken. Also checking contents of vehicle to monitor and confirm van stocks are being maintained and fire extinguishers are in date and suitable/safe for use.

**General Accountabilities**

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.5 of the Health & Safety Policy:

To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work

To use equipment according to instructions

To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems

To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council’s Equalities and Equality in Employment Policies.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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| **Job Title:**  | Electrician |
| **Reports to:**  | Electrical Supervisor |
| **Department:** | Housing, Neighbourhoods and Communities  |
| **Section:**  | Housing  |

Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * City and Guilds qualified to Level 3 or equivalent
* Required to have British Standards BS 7671:2018 qualification more commonly known as 18th Eddition.
* Good understanding of current legislation, Building Control requirements and Governing body (NICEIC) requirements
* Knowledge of health and safety
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| Experience | * Good experience of electrical installations/repairs/maintenace in domestic properties
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| Skills and Abilities | * Good written verbal communication skills
* Strong customer focus
* Able to understand and follow standard operating procedures
* Able to use a PDA
* Good problem solving skills and able to apply trade skills and knowledge effectively
* Good understanding of health and safety
* Able to work well an calmly under pressure and to deadline
* Work well alone and as part of a team
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| **Equalities** | * To be able to show strong commitment to equalities principles, and have a good understanding of the council’s equal opportunities policy, with the ability to promote it as part of a customer focused service
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| **Other Requirements** | * A full current Driving Licence
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