DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

POST TITLE :	Electrician
GRADE :	Craft 1
REPORTING RELATIONSHIP	The post holder will report to the Supervisor/and Manager
JOB PURPOSE :	To carry out electrical installation, maintenance, and electrical testing work.
POST NO.	D10335 Maintenance/D10326 Construction
PDR COMPETENCY FRAMEWORK	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Undertake testing and inspection to 17th Edition 3rd Amendment and provide diagnostic, repair and installation work to a variety of buildings.

2. Carry out electrical installation and maintenance work in accordance with job instructions either verbal or written.

3. Understand and comply with Health & Safety legislation, practices and procedures with particular regard to installing and maintaining electro-technical systems and equipment.

4. Understand and comply with the practices and procedures for overseeing and organising the work environment (electrical installation) – including maintenance of a clean and tidy workplace.

5. Understand and comply with the practices and procedures for the preparation and installation of wiring systems and electro-technical equipment on buildings, structures and the environment

6. Understand and comply with the principles, practices and legislation for the termination and connection of conductors, cables and cords in electrical systems

7. Understand and comply with the principles, practices and legislation for the inspection, testing, commissioning and certification of electro-technical systems and equipment in buildings, structures and the environment.

8. Understand and comply with the principles, practices and legislation for diagnosing and correcting electrical faults in electro-technical systems and equipment in buildings, structures and the environment.

9. Understand and comply with the principles associated with the design, building installation and maintenance of electrical equipment and systems.

10. Interpret and comply with drawings, schedules and specifications.

11. Attend briefings when required for safety and policy issues.

12. Maintain all plant and equipment used in good order.

13. Be aware and comply with current legislative requirements relating to the construction workplace.

14. Maintain a clean and tidy work environment.

15. Comply with risk and method statements and other relevant Health & Safety assessments appropriate to the work

16. Comply with Darlington Borough Council policy and arrangements in respect of use of Council owned/leased vehicles including maintaining in a clean and tidy condition.

17. Comply with Darlington Borough Council Quality & Environmental policies to ensure BSEN ISO 9001/14001 system requirements are continuously met.

18. To work in conjunction with the department's flexible shift patterns and to participate on the Electrical repairs call out system as and when required.

19. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

20. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

21. Carry out your role in line with the Council's Equality agenda.

22. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

23. Any other duties of a similar nature related to this post that may be required from time-to-time.

24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: September 2018

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

ELECTRICIAN

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

POST NO. D10335

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Time served electrical apprenticeship: C & G 2330 Level 2, 3 or 2356 NVQ	**E**	
2	17th Edition IEE Regulations or currently working towards 18th Edition	**E**	
3	City & Guilds 2391 Level 3 Testing and Inspection or City & Guilds 2395-01 or prepared to complete within 6 months of appointment date	**E**	
4	C/W AM2—2357-399 Electro-technical Occupational Competence Performance Units		**D**
5	ESCS Approved Electrician Card		**D**
6	City & Guilds 2357-13 Level 3 NVQ Diploma (note this has replaced C&G 2330 Level 2, 3 2356 NVQ)		**D**
7	PASMA trained for A1 tower access equipment erection		**D**
	Experience & Knowledge		
8	Ability to read and understand drawings and specifications	**E**	
9	Knowledge of Health & Safety awareness	**E**	
10	Approximately 3 years previous experience working on housing or commercial projects	**E**	
11	The ability to quickly identify and rectify electrical faults	**E**	
12	Local authority housing project experience of electrical installation repairs and maintenance	**E**	
13	Experience of working with Personal Digital Assistants (PDAs)		**D**
14	Knowledge of fire alarm and security systems etc.		**D**
15	CSCS registration		**D**
	Skills		
16	Ability to communicate effectively both verbally and in writing	**E**	
17	Other service trade associated skills mechanical service, plumbing, and other	**E**	
18	Specialist equipment use servicing/calibration ability		**D**
	Personal Attributes		
19	Good time keeper	**E**	
20	Ability to work on own initiative and make decisions	**E**	
21	Team player	**E**	
22	Physical ability	**E**	
23	Application of safe working practices	**E**	
24	Self-motivated to provide the highest level of service	**E**	
	Special Requirements		
25	Reliable with a flexible approach to working arrangements	**E**	
26	The ability to communicate at ease with customers and provide advice in accurate spoken English	**E**	
27	The successful candidate must hold a current valid driving licence to enable them to undertake the driving duties of the post	**E**	

28	Willingness to undertake relevant training	**E**	
29	Willing to join an on-call rota as required	**E**	
30	Be able to multi-task across a variety of trade disciplines	**E**	
31	The successful candidate will be expected to wear the uniform provides	**E**	