

**Job Description**

**Job Title: Apprentice Electrician**

**Job Family: Operational Services**

**Job Profile: n/a**

**Directorate: Neighbourhoods**

**Work Environment:** **Building Services**

**Reports to: Services Manager**

**Number of Reports: 0**

**Purpose:**

Provide a high quality and cost-effective electrical repairs, maintenance and planned improvement service to customers of Building Services. To carry out a full range of electrical duties working on various domestic and commercial properties in line with Service priorities under the direction of the Principal Officer.

**Main Duties and Responsibilities:**

Working under supervision within the following areas;

* Undertake electrical duties as required including test and inspection, reactive maintenance, rewiring and installations.
* Complete works in accordance with specifications and in compliance with the relevant legislation and industry best practice.
* Complete and sign off worksheets, time sheets and any other forms as required by the Principal Officers.
* Work to operational procedures, safe working practices and Health and Safety procedures as required*.*
* Responsible for the care and condition of all plant, small tools and equipment issued to or used by the post holder. Provide all necessary report form or verbal reports relating to the safe correct functioning of all equipment immediately advising the line manager of any defects requiring repair.
* Provide general support and assistance to the Building Services team.
* The post holder is responsible for maintaining their own portfolio, ensuring all units are completed as set out by the training body.
* Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council.
* Comply with the principles and requirements of the Freedom of Information Act 2000.
* Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council.

**Date: July 2020**