

## JOB DESCRIPTION

<b>Post Title: Housing Services Electrician</b>		<b>Director/Service/Sector Local Services and Housing</b>	<b>Office Use</b>
<b>Band: 5</b>		<b>Workplace: Homes for Northumberland, Capital Delivery</b>	<b>JE ref:3809</b>
<b>Responsible to:</b> Repairs and Maintenance Team Leader (3320)		<b>Date: 07/01/2021</b>	<b>Manager Level: N/A</b>
<p><b>Job Purpose:</b> To undertake full rewire installation, repairs and the servicing of electrical installations in the Council's housing stock, public buildings and other premises to a high quality in accordance with any predetermined specification, time-scale or appointment.</p>			
<b>Resources</b>	Staff	Some supervision of electrical trades in terms of quality control and inspections/audits	
	Finance	N/A	
	Physical	Shared responsibility for the safe keeping of valuable and confidential documents relating to staff certificates, legislation and customer details	
	Clients	Shared responsibility for the general wellbeing and safety of those who use the service and the general public Assist with the development and implementation of policies, procedures, and services	
<p><b>Duties and key result areas:</b></p> <ul style="list-style-type: none"> <li>• Provide support and coaching to the in-house electrical team in terms of technical advice and passing any industry good practice and updates</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 housing maintenance manager as and when required in relation to electrical safety</li> <li>• Assist to identify staff development needs and assist in the updating and training of the electricians by way of lecture and tool box talks</li> <li>• Support the rewire manager and colleagues to deliver a high quality service</li> <li>• Mentor and support trainee and apprentices as and when assigned to your direction and control to tutor high quality training including attendance at apprentice reviews with the councils apprentice officer and managers</li> <li>• Liaise and arbitrate with tenants, elected members, clients, sub-contractors, support services, and promote good customer relationships</li> <li>• Undertake installations, repairs and servicing to the highest standard in accordance with work requests and predetermined specifications to a wide range of fixtures and fittings. This will include 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:</li>   <li>• Undertake multi-skilled tasks linked with your main trade to make good any ancillary works examples being – minor plastering – minor joinery – minor tiling – minor decorating – minor plumbing – Training to supplement the skills base can be provided</li>   <li>• <i>Light fittings sockets and wiring circuits</i></li> <li>• <i>Smoke Alarms</i></li> <li>• <i>Electric pumps</i></li> <li>• <i>Electric cooking appliances</i></li> </ul>			

- *Central heating programmers.*
- *Electronic heating and hot water controls*
- *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 the Multi Trade Foreman or Maintenance Manager 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.
- Occasionally undertake three phase working in areas such as factory units, joiners shop and the garage, this list is not exhaustive.
- To assess whether an appliance represents a danger to the occupant and where a repair cannot be effected 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 manufacturers 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 manufacturers 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 Councils 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 tenants 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.
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- 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 ensure that any measuring is undertaken accurately.
  - To complete all claims accurately in accordance with financial regulations and carry out any duties in line with documented procedures and instructions.
  - 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.
  - The postholder will be required to be on a stand by rota for out of hours emergency repairs service. Operatives will be expected to carry out any necessary repair whilst on call, where possible minimising work, which has to be arranged for the following day to reduce any inconvenience to the customer.
  - 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
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**PERSON SPECIFICATION**

<b>Post Title:</b> Housing Services Electrician	<b>Director/Service/Sector:</b> Local Services and Housing	Ref: 3809
<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 - 17th 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</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                      City &amp; Guilds 2391 inspection and testing ( or equivalent )</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 supervisory 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</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>The role is in addition to that of an electrician employed by Northumberland County Councils Housing Maintenance Section</p> <p>Need to maintain general awareness with on-going periods of enhanced concentration whilst undergoing inspection and testing of electrical installations</p> <p>Ability to deal with situations and information which may place significant emotional demands on the post holder</p> <p>There will be periods of high tempo demands requiring the post holder to remain calm under pressure</p>		(a),(i)
<b>Other</b>		

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