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| **Job Description** | |
| **Post title** | Electrician (Aycliffe Secure Centre) |
| **JE Reference No** |  |
| **Grade** | Red Book terms and conditions Tradesman’s basic rate of pay plus 50% Interim Operational Allowance (IOA) |
| **Service** | Regeneration Economy and Growth |
| **Service Area** | Corporate Property and Land |
| **Reporting to** | R&M Electrical Manager and Electrical Foreman |
| **Location** | Your normal place of work will be Aycliffe Secure Centre, Newton Aycliffe but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an Enhanced disclosure. |
| **Flexitime** | This post **is not** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To work as part of a small maintenance team and carry out electrical work to DCC’s specification

and the satisfaction of the Aycliffe Secure Centre (ASC). Undertake other general duties as

required to support the smooth running of the ASC.

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| **Duties and responsibilities** |

To carry out electrical installation and repair works in accordance with the 18th Edition,

electrical drawings, specifications all as directed by the Electrical Manager, Electrical Foreman or

the FM Team as appropriate.

To work safely and efficiently in accordance with the information, instruction and training given and

to inform the Electrical Manager, Electrical Foreman or the FM Team as appropriate of any

potential safety hazards not adequately controlled.

To ensure full compliance with Health and Safety Legislation and all statutory obligations taking into account the nature and restrictions in place at ASC. Contribute to Site Specific Risk Assessments and undertake work in a safe manner and using agreed methodologies (safe system of work) whilst wearing the appropriate PPE.

Complete relevant documentation as requested/instructed (eg timesheets, compliance checks and

financial records etc)

In addition to the maintenance team you may be required from time to time to work with other

trade disciplines depending on the levels of demand and staffing resources in ASC.

There are a range of other day to day tasks required to be undertaken that fall outside your trade

discipline. These tasks are part of the duties of Maintenance Team Tradespeople within the ASC

and include portering, water hygiene testing etc.

The above list is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post holder as directed by the Repairs and Maintenance Manager, the FM Manager and the Aycliffe Secure Centre Manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Electrical Apprenticeship * NVQ Level 3 or equivalent in Electrical Services * BS 7671, IEE Wiring Regulations - 18th Edition * City and Guilds 2391/2395 Inspection and Testing * Asbestos Awareness | * Electro Technical card |
| Experience | * Proven experience of working on maintenance and/or construction projects within industrial & commercial properties * Relevant electrical experience | * Being able to work with no direct supervision * Experience of using PDA wireless technology/laptops |
| Skills & Knowledge | * Ability to diagnose & problem solve a wide range of commercial electrical problems/repairs in premises similar to ASC * Ability to follow electrical specifications and drawings to carrying out electrical installation & repair works * A good knowledge of health and safety in electrical works * Good communication and customer care skills * IT skills | * Knowledge of ISO 9001:2000 Quality System * Multi-skilled |
| Personal Qualities | * Capability to work to deadlines * Ability to work on own initiative without direct supervision * Good team worker * Problem solver able to work across a range of disciplines * Self-motivated |  |
| Special Requirements | * Able to work flexibly to ensure deadlines are met * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment. * A willingness to undertake further training |  |