

Job Title: Electrical Installation & Maintenance Apprenticeship	Grade/ Level: Apprentice Level 3	Post Number: N/A
Directorate: Operations	Job Family: Housing Repairs	Date Prepared: January 2022

Role reports to (Job Title):
Electrical Manager

Job Purpose:

To support the Electrical repair and maintenance of council premises to works associated with other building trades to Swindon Borough Council standards and within Swindon Borough Council training matrix.

- Carry out repairs to the electrical systems.
- Understand and maintain electrical qualifications (BS7671) .
- Demonstrate and understand the control of resources and stock
- Understand and demonstrate the principles of planned preventative maintenance
- Carry out repairs and reactive maintenance
- Understand the importance of customer service

This is a training grade and the operative would be expected to carry out any of the duties described with minimum support and guidance from a qualified colleague.

To attend college to gain the experience in all relevant qualifications.

Electricians install, maintain and repair electrical systems in industrial, commercial and domestic environments. Electricians might work in both indoor and outdoor settings. Electrical equipment and systems may include switchboards, motors, cables, fuses, thermal relays, fault current protection switches, heating, lighting, air conditioning and metering equipment as well as crime and fire alarm systems and renewable energy technologies. They are able to work on their own proficiently and work without immediate supervision in the most efficient and economical manner.

They may contribute to the design of electrical systems. They are able to set out jobs from drawings and specifications and requisition the necessary installation materials.

Electrical safety is an important area of Electricians' work. On completion of their work the electrical systems must be safe to use. They must adhere to safe working practices without endangering themselves or others.

Installation Electricians work on the installation, testing, commissioning and maintenance of low voltage (less than 1000v) electrical and electronic devices and appliances.

Maintenance Electricians work on the maintenance of electrical and electronic installations including automated production systems. Duties include the supervision of the equipment, its maintenance and necessary repairs.

Key Accountabilities:

- Support and assist the service to carry out Electrical maintenance work.
- Must attend internal and external training to extend knowledge in any necessary trade skill areas
- To attain apprenticeship Level 3, (Electrical)
- Gain Knowledge on Statutory and non-statutory requirements.
- Continue to gain experience in the use of data recording and analysing equipment.
Ensure properties are left in a clean and tidy order, arrange for the removal of all debris by liaising with the Supervisor for the collection and ensuring items suitable for recycling in line with The Waste (England and Wales) regulations 2011.
- To maintain the highest level in customer care and in line with service standards.
- Expected to complete all required paperwork or electronic recording of test, time and material used, complying with all Swindon Borough Council's working arrangements, time management.

Supplementary Accountabilities:

To participate and promote equality, diversity best practice in all areas of work.

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management Of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger Yourself or other persons whilst at work. You must also co-operate with the Council to enable it to Comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal Protective equipment provided and inform your manager of any hazardous situations or risks of Which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Job Scope: Number and type of jobs managed:

Typical tasks supervised/allocated to others:

Job Scope:

Budget:

Assets:

Tools and equipment

Personal equipment

Knowledge and Experience:

Minimum:

- 4 GCSE's at grade C or above including Math and English or able to demonstrate predicted grades.
- Numerate and literate
- Ability to learn and to apply knowledge in a practical setting
- Willingness to learn to drive - hold at least a provisional driving license, or will obtain a provisional driving license upon appointment and pass the SBC transport driver assessment.
- Some experience of dealing with the public
- Ability to communicate effectively with a range of people
- Can demonstrate the ability to solve practical problems
- Shows a basic understanding of the work of the relevant trade.

Working Environment:

- Outside and internal works – prepared to working in all weather conditions
- Working at Height may be required in certain circumstances
- Hazardous conditions will exist at times.
- Involves working with hazardous materials.
- Involves working in properties that are highly disagreeable and unpleasant.
- A high level of manual dexterity and co-ordination is needed.
- Working in confined spaces, i.e. kneeling and crouching and working high and low levels

Potential Risks:

- Potential exists for aggression and risk of injury,
- The job occasionally places intense emotional demands on the jobholder.