



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Electrician	<b>Role Profile Number:</b> CR6069v2
<b>Grade:</b> N <b>Salary:</b> £27,966 – £31,832	<b>Date Prepared:</b> 23/12/2021
<b>Directorate/Group:</b> Operations – Trade Services	<b>Reporting to:</b> Electrical Manager

### Job Purpose

To Maintain, Service, repair, test and rewire all types of electrical installations, including all types of electrical and manual controlled systems.

### Key Accountabilities

- To service, repair, maintain and install all types of electrical installations and door entry systems
- To rewire domestic electrical installation and commission to NICEIC regulations
- To be able to assess problems, interpret complex information with various types of electrical systems, decide the appropriate measures to correct faults without delays. This requires analytical and judgmental skills
- Competent in the use of data recording and analysing equipment
- To complete all work allocated or appointed by target date/time and priority
- To complete work to all appropriate standards i.e. approved codes of practices for the electrical and plumbing industries, also current building regulations, plumbing bye-laws and schedule of rates
- To maintain the highest level in customer care and in line with service standards
- Ensure property is left clean and tidy removing all rubbish and arrange with supervisor for collection making sure items suitable for recycling are separated
- To have completed all required paperwork or electronic recording of test, time and material used, complying with all Swindon Borough Council working arrangements
- To order the appropriate spares from both internal and external suppliers, to maintain van stock.
- To check and maintain equipment supplied ensuring inspection and retest is carried out in a timely manner
- To maintain a current and valid driving licence and SBC driving assessment by SBC transport section and to have fully complied with Swindon Borough Council's policy regarding transportation
- To maintain the required NIC EIC or similar qualifications for delivering the service as part of

continuous professional development

- Participate in the training of apprentices and other trainees, report findings to supervisor
- Be available for emergency work, which will involve participating in the organisation's standby and call-out rotas, after normal working hours and at weekends and Bank holidays, participation in this is compulsory
- Ability to work at height
- Ability to work in confined spaces
- To maintain and remain current in all mandatory training provided by SBC
- To follow and adhere to the SBC Code of conduct

### **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.

### **Knowledge and Experience**

#### **Minimum**

- City and Guilds 2365 or 2357 or equivalent recognised qualification in electrical installation
- NVQ level 3 or equivalent experience within the electrical industry
- 18th Edition wiring regulations
- Functional skills or AM2 trade test or equivalent experience within the electrical industry
- A modern apprenticeship, form of craft apprentice or similar
- Be converse with BS 7671 and be able to interpret / comply with these electrical regulations.
- Be able to work within a NICEIC enrolled Electrical contractor
- Sound working experience in domestic electrical installation, maintenance and testing of electrical installations, both domestic and commercial
- Demonstrate good working knowledge around health and safety, practically the electrical at work act
- Ability to work on own initiative to resolve complex electrical faults
- Be able to support own work using existing experience and knowledge

- Be able to work with fine hand tools within confined spaces with high levels of accuracy
- Have detailed knowledge of all other building crafts

**Preferred**

- City and Guilds 2391 test and inspect
- Additional qualifications on the use of access equipment including scaffold towers and mobile platforms

**Working Environment**

- Ability to work in occupied properties using good communication skills with tenants or building users
- Outside and internal works – prepared to working in all weather conditions
- Hazardous conditions will exist at times
- Involves working with extremely hot and hazardous materials under COSHH regulations
- 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
- Working at high and low levels

**Decision Making**

- The Post-holder has a direct responsibility for making decisions, which will affect the future well-being of tenants and building users
- Is empowered to make daily decisions working with minimal supervision within a structured process

**Creativity and Innovation**

- To suggest and devise modernisation improvements, for delivery of flexible working arrangements, working from home, mobile working and e-procurement
- Better use of labour, transport and materials
- Challenging procedures

<p><b>Job Scope:</b></p> <p><b>Number and type of jobs managed:</b> None</p> <p><b>Typical tasks supervised/allocated to others:</b> None</p>	<p><b>Job Scope:</b></p> <p><b>Purchasing Authorisation:</b> £250.00  <b>Assets:</b> Vehicle, £15,000.00  <b>Tools and equipment:</b> £2,000.00  <b>Vehicle stock:</b> £2,000.00  <b>Personal equipment:</b> £1,000.00</p>
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**Contacts and Relationships**

- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges
- Giving specialist and general property advice to local Councillors and Members of Parliament
- Producing policies, standard letters, written reports, presentations and form templates

**Other Key Features of the role**

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	