



SWINDON
BOROUGH COUNCIL

Job Description

Job Title: Electrician	Grade/ Level: N	Post Number: OPN11
Directorate: Property	Job Family: Operations	Date Prepared: November 2015

Role reports to (Job Title): Contract Supervisor

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

To service, repair, test and rewire all types of electrical installations, including all types of electronic and manually controlled systems.

Key Accountabilities:

1. To service, repair, maintain and install all types of electrical installations and door entry systems.
2. To rewire domestic electrical installation and commission to NICEIC¹ regulations
3. 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.
4. Competent in the use of data recording and analysing equipment.
5. Ensure property is left clean and tidy removing all rubbish and arrange with supervisor for collection making sure items suitable for recycling are separated.
6. To complete all work allocated or appointed by target date/time and priority.
7. 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.
8. To maintain the highest level in customer care and in line with service standards.
9. To have completed all required paperwork or electronic recording of test, time and material used, complying with all Swindon Borough Council working arrangements.
10. To order the appropriate spares from both internal and external suppliers, to maintain van stock.
11. To have fully complied with Swindon Borough Council's policy regarding transportation.
12. To maintain the required NIC EIC or similar qualifications for delivering the service as part of continuous professional development.
13. Participate in the training of apprentices and other trainees, report findings to supervisor.

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.

¹ [NICEIC is the electrical contracting industry's independent voluntary body for electrical installation matters throughout the UK.](#)

Job Scope: Number and type of jobs managed:
Supervision and training of allocated apprentices

Typical tasks supervised/allocated to others:

Job Scope:

Purchasing Authorisation	£250.00
Assets: Vehicle,	£15,000.00
Tools and equipment	£2,000.00
Vehicle stock,	£2,000.00
Personal equipment	£1,000.00

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.
- 17th 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 NIC EIC 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 in either up to 100amps or 3 phase 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.

Potential Risks:

- Potential exists for aggression and risk of injury,
- The job occasionally places intense emotional demands on the jobholder, when enforcing the electrical safety regulations.
- Lone working.

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.

Contacts and Relationships:

- Verbal contact with all levels of Council staff and members of the public.
- Written contact with Back office staff within the operations office.
- Telephone communications with the operations office.
- Data communication using hand held devices with the operations office.

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.

Job Specific Competencies:

The job involves prolonged periods of concentrated mental attention, as these tasks carry a heavy fine and/or imprisonment.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date:

Line Manager's Signature

Print Name:

Date: