

Job Description



Job Title: Electrician	Service Area: Repairs and Maintenance Service	
Directorate: Inclusive Economy and Housing	Post Number: Multiple	Evaluation Number: N/A
Grade: £29,573.52 basic salary – <i>Craft Terms and Conditions</i>	Date last updated: January 2021	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

Utilise a working knowledge of electrical systems to conduct maintenance, fault-finding, and diagnostics on electrical systems. Install new electrical systems, including lighting, heating and power to domestic properties and public buildings and to maintain those systems while upholding safety guidelines and complying with NICEIC codes of practice and relevant wiring regulations.

Job Context

The post holder reports to the RMS Repair Manager.

1. The post holder has no line management responsibility.
2. The post holder has no budget responsibility.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

4. The post holder will be required to wear a uniform and to ensure that all staff adhere to this dress code.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To Diagnose and repair electrical problems in commercial and domestic electrical systems, including fault-finding, rewiring, and monitoring
2. Be able to assess the parts needed for a job and place orders for those parts accordingly
3. Conduct routine maintenance and testing on commercial and domestic electrical systems, and ensure installations are to manufacturer standards
4. Rewire faulty electrical systems, such as lighting, heating systems, and power circuits
5. Work alone to find and present faults and concerns in electrical systems without receiving explicit direction
6. Provide exceptional customer service and answer any customer questions
7. Be able to install electrical systems in line with the 18th Edition Wiring Regulations
8. Provide professional assessments and advice for customers
9. Possess excellent knowledge of Institution of Electrical Engineers (IEE) regulations
10. Demonstrate familiarity with National Inspections Council for Electrical Installation Contracting (NICEIC) requirements
11. Attending pre-planned appointments and emergency repairs promptly within timescales set by Repairs and Maintenance Service. Working to a high quality standard and ensuring repairs are carried out Right First Time. Ensuring high quality standard of workmanship while maintaining an acceptable level of productivity.

12. Recording and updating completion of works on handheld Personal Digital Assistant (PDA) and reporting back any follow on additional works to property services team.
13. Organising and managing materials when required.
14. Represent the London Borough of Newham in a manner conducive with the standards expected, including carrying an identity card and being smart in appearance, including wearing LBN clothing where supplied.
15. Driving vehicles and operating plant and equipment associated with building maintenance and construction. Ensuring vehicles and plant are kept clean and in good working order reporting defects as soon as possible. Ensure any relevant PPE is used.
16. Responsible for maintaining health, safety and welfare of self, other employees and members of the public ensuring adherence to safe working practices and environmental procedures. Including attendance of weekly team meeting to discuss operational issues and Health and Safety updates (Tool box talks). Ensuring all work is carried out following safe working practices, risk assessments and method statements.
17. Post holder would have access to and would have responsibility for;
 - Key-holding required (at times) in order to access properties for the purposes of inspections, emergency maintenance.
 - Keys/fobs for access to properties.
 - Use of company van to use **only** for tasks/ jobs associated with work required
 - Fuel Card
 - Use of power tools e.g. core drills, hand drills.
18. Working with the Planned Repairs and/or Responsive team and site managers to ensure works are completed in time and to client satisfaction.
19. Carry out any other reasonable tasks as required by the Supervisor or other appropriate staff
20. Adhere to agreed policies, procedures and code of conduct of the London Borough of Newham.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>KNOWLEDGE:</p> <p>Minimum Requirement:</p> <p>18th Edition BS7671 City and Guilds 2391 (or equivalent)</p>	<p>Application Form/Interview</p>

<p>Any of the following qualifications;</p> <ul style="list-style-type: none"> • City and Guilds 2360 Parts 1 and 2, or • NVQ Level 3 Including AM2, or • City and Guilds 2330 Levels 2 and 3, or (from Sept 2011) • City and Guilds 2357 Including AM2 • City and Guilds 2392 – Fundamental Certification, Inspection and Testing • City and Guilds 2394 –Initial Verification and Certification of Electrical Installations, and • City and Guilds 2395 – Periodic Inspection, Testing and Certification of Electrical Installations, and • City and Guilds 2382-10/12 or 2382-20 (17th Edition of the Wiring Regulations) and the • City and Guilds 2382-15 or to have proof of having taken an TBT or an update course (subject to holding C&G2382) encompassing the 3rd amendment to BS7671:2008 	<p>Application Form/Interview</p>
<p>EXPERIENCE:</p> <p>Electrical Testing</p> <p>Electrical Domestic Installation</p> <p>Electrical Maintenance</p> <p>Working In Voids</p> <p>Completing NICEIC Certification</p> <p>Ability to use IT equipment such as Personal Digital Assistant (PDA</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to carry out Risk Assessments</p> <p>Ability to work using own initiative and also as part of a team while adhering to policies and procedures</p> <p>Proven ability to work to deadlines</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>Organisation and forward planning skills</p> <p>PERSONAL STYLE AND BEHAVIOUR:</p>	
<p>Positive attitude Willingness to learn and develop</p> <p>Understanding and appreciation of customer care</p> <p>Dealing with customers fairly and equitably, showing respect for people at all levels</p> <p>Ability to deal with challenging situations</p> <p>Takes pride in their work meeting and maintaining standards consistently Courteous, polite and considerate</p> <p>Adaptable to change</p> <p>Hard working</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Some of the duties undertaken by this post [may/will] require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>