

Job Description

Job Title: Electrical Inspector	Service Area:	
Directorate: Inclusive Economy & Housing	Post Number: 31362	Evaluation Number: 5868
Grade: PO3	Date last updated: February 2021	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

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.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

To undertake prescribed duties and responsibilities in the provision of specialist client electrical and building services engineering work.

Job Summary

1. The post holder reports to the Electrical Services Manager.
2. The post holder has line management responsibility for up to 2 staff.
3. The post holder has no direct budget responsibility but has management of contracts in excess of £2m.
4. The post holder may be required to work evenings and weekends, in order to ensure consultation and service requirements are carried out.

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,

1. To deputise for the Mechanical & Electrical Manager as required.
2. To act as advisor to the Works Commissioning Manager on all electrical installations including security, CCTV, lighting, power, door entry systems, lifts etc.
3. To Manage the day-to-day duties of up to 2 Client Support officers in the execution of the Electrical services contracts.
4. To provide advice and assistance in the development of capital and revenue programmes.
5. To advise on standards of material and equipment.
6. To keep up to date on changes in Legislation, Statutory Regulations, Code of Practice etc and disseminate the information to staff and other sections.
7. To provide professional advice in the procurement of service/term maintenance contracts.
8. To prepare service/term contract specifications and specifications for new works.
9. To lead on the the management and administration of contracts.
10. To assist in the management of the following services:

CCTV

Door entry systems

Housing lifts

Dry riser installations

Fire alarms

Anti illegal radio broadcasting initiative

Rooftop security

Digital television aerial systems

Main extract fan systems and ventilation installations

Water booster sets

Communal water tanks and water sampling testing

Asbestos

Lighting and emergency lighting systems, internal, communal, security and estate

Electrical installations

Lighting conductor installations

Electronic parking gates

Solar heating installations

District heating plant and installations

Combined heat & power installations
Sewage pumps
Wardens' call systems
Any other allied mechanical and electrical plant

11. To validate payments from contractors.
12. To procure specialist consultants for the execution of M&E contracts.
13. To inspect works carried out on behalf of the council and formally accept them as complete.
14. To investigate failures in specialist installations or equipment and to advise/arrange on remedial action.
15. To prepare and interpret technical reports, specify corrective works and liaise with technical administrative staff to issue appropriate orders.
16. To attend tenants' meetings.
17. To receive telephone calls from and interview customers as necessary. To respond to colleagues regarding repairs via the Repair Operations Centre.
18. To prepare schedules of cyclical maintenance for installations.
19. To assist in the maintenance of information systems and databases.
20. To assist in the preparation of Newham Council reports.
21. To have a flexible approach to the provision of cover when staff are absent by acting up or down as the case may be.
22. To promote positively the Council's policies on Equalities' issues.
23. To work at, or from, any specified Newham Council location either within or outside of the borough.
24. To provide technical advice to the Emergency Call Out officer when required.
25. Such other duties, within the competence of the post holder, which may be reasonably required from time to time.
26. To deputise in the absence of the mechanical and electrical manager.
27. Attending events to give advice on electrical safety (including training staff).
28. To liaise with the Electrical Safety Council on various aspects of electrical work.
29. To work and assist the Health and Safety Team (Property Services).
30. To deal with gas enquiries and appointments when staff are out or busy on other calls.

Criteria:

To undertake all of the above duties.

NB: This post is interchangeable with others of comparable grading, specialism and seniority throughout the organisation; management reserve the right after due consultation, to make changes to specific duties and responsibilities, or to the location and number of staff supervised, as required by financial or operational factors.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

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Personal Specification



Job Title: Electrical Inspector	Service Area: Works Commissioning	
Directorate: Inclusive Economy & Housing	Post Number: 31362	Evaluation Number: 5868
Grade: Indicative PO3	Date last updated: February 2021	

IMPORTANT INFORMATION FOR APPLICANTS

1. 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- Essential	Desirable	METHOD OF ASSESSMENT
KNOWLEDGE: Knowledge of the I.E.E. Regulations (BS7671) Knowledge of the Building Regulations Part L & F Knowledge of Statutory Regulations and Codes of Practice. Knowledge of British Standards relating to electrical and building services engineering		Application form/test/interview Application form/test/interview Application form/interview Application form/test/interview

<p>EDUCATION/QUALIFICATIONS</p> <p>City & guilds 236 Parts 1 & 2 City & Guilds 2391 & 2377 Testing</p> <p>N.E.B.O.S.H.</p> <p>Evidence of Continuing Professional Development</p>		<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Use of information technology packages, spreadsheets and data bases.</p> <p>To be able to carry out and check electrical calculations etc.</p> <p>EXPERIENCE:</p> <p>Experience of Contract Conditions</p> <p>Knowledge of repairs and cyclical maintenance.</p> <p>Wide experience of electrical installation systems and allied disciplines in carrying out electrical inspections of electrical work including post and pre-inspections of Capital/Revenue programme works.</p>		<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Experience in managing others.</p> <p>Ability to maintain positive attitude and team working in varying circumstances and under pressure; ability to deal in an outgoing and helpful manner with Members, officers and the public.</p> <p>Ability to work with and encourage other staff.</p> <p>Awareness of Equal Opportunity policies and issues and willingness to accept and promote Newham Council's policies and practices.</p>		<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>