

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Electrician</b>
<b>RESPONSIBLE TO:</b>	<b>Electrical Supervisor/Service Manager</b>
<b>DEPARTMENT/ SECTION:</b>	<b>Repairs and Maintenance Service</b>
<b>SALARY (£):</b>	<b>£12.82 per hour for a 37 hour week</b>

### MAIN PURPOSE OF THE JOB

To carry out Electrical installation work, testing and repairs to CCG's occupied and empty properties, communal areas, related assets, and any other contractual works throughout North Wales.

Develop a value for money customer focused service by 'doing things right first time' and being 'true to our word' and delivering Health, Safety, Quality and Environmental (HSQE) Excellence in partnership with Customers, Staff and Service Providers.

### VISION AND VALUES

This post will help Cartrefi Cymunedol Gwynedd achieve its vision:

To be a leading provider of quality housing – meeting the needs of customers, valuing communities

By keeping to our values:

- Fair
- Accountable
- Open
- Innovative
- Approachable

## KEY RESPONSIBILITIES

- To organise time and resources effectively in order to deliver direct electrical work and repairs.
- Develop your individual skillset to meet the demands of the organisation.
- Mentor and assist with the development of any apprentice or trainee that may be allocated.
- Undertake tasks with minimal supervision and discuss work schedules with Resource Planners, Lead Engineer, Supervisors, Service Managers and other trades persons, where relevant.
- Complete tasks to the relevant quality standard and ensure work is carried out within agreed targets and timescales.
- Undertake duties in accordance with CCG's service standards.
- Ensure that your allocated PDA is functional at all times so that the benefits of mobile working can be fully utilised.
- Ensure compliance with Health and Safety legislation in accordance with CCG's Health and Safety policy and procedures and demonstrate a commitment to HSQE excellence
- Ensure compliance with NICEIC and BSI standards.
- Ensure prompt attendance at pre-appointed work and attend meetings and training sessions as directed by line management.
- Carry out required personal vehicle checks in accordance with CCG's fleet policy and procedures.
- Assist in the co-ordination, planning and ordering of materials and plant for tasks.
- Take full responsibility for managing allocated van stock and the effective and timely replenishment of it.
- Ensuring that electrical installation report surveys are complete prior to work being undertaken and completion.

- Ensure that the lead engineer is appropriately informed of completion of tasks and that maximum productivity is delivered at all times.
- Offer advice to tenants in relation to standard property maintenance and advise Management about possible future service needs to ensure that all resources are adequately planned.
- Escalate promptly any complaints, welfare or serious mismanagement of property issues to your line manager.
- Take responsibility of your own Health and Safety wellbeing whilst on site at all times
- Contribute to the achievement of CCG's performance management framework in particular key personal objectives through the appraisal scheme.
- Ensure information is used in accordance with GDPR and any other legislative guidelines.
- Work as an effective member of a self managing team with a sense of collective responsibility and purpose and to provide support and advice to colleagues where appropriate.
- Deliver services consistently in accordance to CCG's code of conduct, equal opportunities and dignity at work policies and procedures within daily operations.
- Be willing to be placed on the call out/out of hours rota service.

**SPECIAL CIRCUMSTANCES:**

The Post holder may be required to work unsocial hours on occasions to meet business service requirements and to provide cover for emergencies. The post holder may be required to undertake duties either directly or indirectly associated with electrical works.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service you may be required to undertake any other reasonable tasks, which is broadly consistent with those in this document as determined by your line manager, Assistant Director or Director

## PERSON SPECIFICATION

	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS</b>	
City & Guilds 2330 Level 3 Electrotechnical Certificate (or equivalent)	E
A 17 <sup>th</sup> Edition award such as the City and Guilds 2382	E
An 18 <sup>th</sup> Edition award such as the City & Guilds 2382-18	D
A test and inspection qualification such as City and Guilds 2391 level 3	D
Micro generation certificate scheme qualification such as PV panels	D
A In-Service Inspection and Testing of Electrical Equipment (PAT) qualification such as the City and Guilds 2377	D
Experience of working on Commercial electrical installations	D
Competent person Part P qualified engineer	D
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>	
Experience of carrying out Electrical installation conditional reports	E
Previous experience in the electrical repairs and maintenance of domestic properties and related assets	E
Experience of installation and maintenance requirement of fire alarm systems and emergency lighting	D
General knowledge and understanding of current health and safety legislation with specific reference to the construction industry. To undertake and carry out risk assessments appropriate to the activity being undertaken	E
To be IT literate in the use of computers and keyboards, PDA's (palm top computer)	E
Good interpersonal skills and a proven ability to communicate effectively with customers and colleagues	E
Able to prioritise and organise own workload	E
Able to inspect work carried out to ensure that it is the required standard	E
Work unsupervised and be able to demonstrate decision making	E

Being able and available to travel throughout North Wales	E
To be able to work unsocial hours as and when the service requires	E
Knowledge of Schedule of Rates	D
<b>OTHER</b>	
Full clean, valid driving licence	E
<b>LANGUAGE REQUIREMENTS</b>	
General ability to communicate in Welsh and English, to include saying place names/Welsh first names, give and receive details, provide a bilingual greeting.	E