

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Chief Executive's Department
Division:	Housing
Post No. & Job Title:	Electrician Multiskilled
Grade:	Grade 8
Responsible to:	Electrical Senior Maintenance Officer

We are seeking an enthusiastic, self-motivated and customer-focused, qualified electrician who can fulfil this challenging but rewarding role within the Council's Housing repairs and Compliance team. This large, dedicated team delivers a wide range of building repairs and compliance requirements to our housing stock.

Reporting to the electrical senior maintenance engineer this is an important role in the housing repairs team, with responsibility to ensure that the Council's housing stock is fully compliant with Electrical Safety requirements as well as repairs.

You will be required to carry out general electrical repairs, fault finding, testing and inspection within occupied and void properties, so it will be important that you are able to demonstrate such knowledge and skills and are aware of the need to complete works in a timely manner.

Productivity and performance improvements are one of our key objectives, so you will need to come from a background where performance targets lead service delivery objectives

It is essential that you hold:

- A City and Guilds or NVQ Level 3 Qualification in Electrical Installation.
- 18th Edition BS7671
- A City and Guilds 2391-5-2 Level 3 Inspection and testing or equivalent.

Have the following experience:

- At least 2 years' experience in inspection and testing in domestic properties.
- The Ability to carry out basic plumbing, joinery and plastering as part of an electrical repair when required.
- Experience and Capability to be able to fault find on electrical circuits on your own.

Main Duties and Responsibilities:

1. Undertake works as booked by the Repairs Contact Centre, both within tenanted and empty properties.
2. Attend appointments promptly and provide tenants with information and updates on work that is being undertaken.
3. Ensure that steps are taken to keep dust and dirt to a minimum within tenanted properties and that properties are left in an acceptable condition on completion of work.
4. Ensure that all safe systems of work and risk assessments are followed.
5. Maintain van stock as required, to assist with repairs being completed at first visit whenever possible.
6. Promptly record outcome of visit on the housing management system, providing detailed notes and ensuring that start and finish time are accurately recorded.
7. Work to reduce the number of 'no access' visits by taking all necessary action, such as calling tenants when property is empty when visit is attempted.
8. Respond to requests from the Repairs Contact Centre to attend emergency appointments.
9. Work closely with other teams in the housing service to ensure that information is shared regarding tenancy matters, including hoarding and properties in poor condition.
10. Maintain tools and equipment to the required standard.
11. Comply with all requirements in respect of Council vehicles, ensure that daily checks of van provided are undertaken prior to starting work.
12. Participate in the Council's out of hours' emergency callout rota
13. Carry out any other duties that are within the scope and grading of the post which could be requested by the line manager or Head of Housing.
14. Undertake electrical periodic inspections, ensuring that all necessary paperwork is completed in accordance with regulations to confirm compliance

SPECIAL CONDITIONS

Voluntary call out rota system.

RESTRICTIONS

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of an Multi Skilled Electrician but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.