JOB OUTLINE

Post: **Electrician**

Service: **Communities & Economy – Housing & Communities**

Section: **Housing Asset Services**

Grade: **G7**

Job Purpose: *Contribute to the effective delivery of electrical work, testing, fault diagnosing and re-wiring etc to the Council Housing asset in order to assist with the promotion, delivery and integration of the Council's key objectives; specifically in relation to the Community Plan, Shared Commitments, Single Outcome Agreement and Best Value*.

A. SECTION STRUCTURE CHART

Team Manager

Project & Contracts Officer

Team Leader

Electrician

Apprentice

B. KEY DUTIES & RESPONSIBILITIES

1. Take responsibility for the completion of all types of electrical work such as re-wiring, fault diagnosing, the installation and checking of electrical appliances and any other associated electrical work, and reinstatement of properties to agreed standards which may including plastering, replacing flooring, minor plumbing, tiling, joinery works and painting.

2. Monitor the work of Apprentices, providing advice, guidance and development as necessary and check and signing of Apprentice Timesheets to confirm accuracy.

3. Order a range of supplies and stocks of materials to ensure works can be carried out timeously.

4. To undertake the duties and responsibilities of the post in accordance with the Council's Health and Safety Policy and the section's Safe Work Procedures.

5. Accurately and timeously complete and submit all paperwork including timesheets and repair lines to support the needs of the business.

6. Ensure that all vehicle checks and associated paperwork is completed on a daily basis.

7. Provide a high quality service to both internal and external customers, observing principles of good customer care at all times.

8. The safe operation of associated plant and equipment as required.

9. Participate in all aspects of training and all Quality initiatives aimed at providing Service Excellence.

10. Participate in the Council's Out of Hours Standby Service Rota where required.

C. GENERAL RESPONSIBILITIES

11. Ensure that any materials and equipment provided to assist in carrying out the duties of the post are properly secured in accordance with the Council's policies and procedures.

12. Ensure that all activities for which the postholder is responsible are delivered in accordance with the Council`s Equal Opportunities Policy and its statutory and general and specific Equality Duties.

13. Promote the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and departmental Health and Safety arrangements in accordance with all relevant statutory requirements.

14. Participate in the East Ayrshire FACE review process annually in accordance with the Council's procedures.

PERSON SPECIFICATION

Designation: Electrician	Post No:
Service: Communities & Economy	Section: Housing Asset Services

Attributes:	**Essential Criteria**	**Desirable**
Qualifications	18th Edition Electrical Installation certificate Do you hold a Recognised trade qualification (Time Served) Apprenticeship? i.e. SVQ **Level 3** or Completion of Apprenticeship Certificate?	CSCS Accreditation
Knowledge & Skills	Knowledge of Health & Safety procedures Knowledge of the safe use of tools/equipment associated with the trade Customer care skills	Knowledge of British Standard Regulations Able to respond to deadlines Full UK driving licence
Experience	Considerable relevant experience in recognised trade Confident in dealing with members of the public	Supervisory experience Qualified first aider

Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours	
Quality	**Behaviour**
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.