Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

Electrical Supervisor
£33,945.03 – £37,704.53



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 08/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

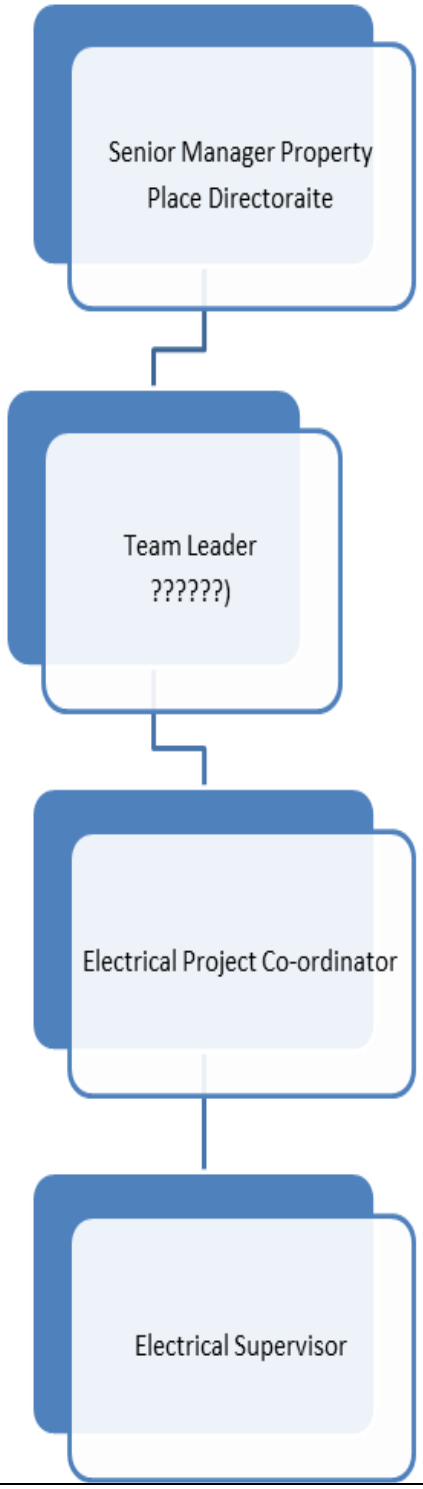
This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A **Post Title: Electrical Supervisor** **Initial Location: Kelliebank Depot** **.** **Reports to post (Title): Project Co-ordinator (Electrical)** **Service: Place** **Date last updated: 06/11/2024** **Date if superseded:**	Grading Section Eval Ref: Post Number: Grade: 6

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).



Section C
PRINCIPAL PURPOSE AND OBJECTIVES

To provide an efficient and effective Electrical service with the ability and skills to carryout all electrical works installations, testing and repairs work to the benefit and need of the Maintenance Service

The post holder key functions and qualifications to include:

- Electrical repairs fault finding and associated works
- Application and Knowledge of current 18th electrical regulations, as a Supervisor you will ensure that the councils values are promoted in every aspect of this work, with the remit to provide a high quality response to the customers needs.

- Electrical clerk of work function for both domestic and public building compliance needs.
- The Electrical supervisor will demonstrate high personal and professional standardses
- The Electrical supervisor will report directly to the Electrical Project Coordinator regarding the quality checking of both public building and domestic electrical contracts certification, and standard of workmanship.

The post holder will be primarily responsible for the following:

- Routine maintenance, upgrade, testing, repair and other associated works to the Council's Housing Stock, Council owned non-domestic properties and Schools
- The delivery of such work in line with customer requirements ensuring specification and compliance are met within timescales,
- Responsible for the operation and safekeeping of the vehicle, plant and equipment allocated to the post holder.
- Responsible for the operation and safekeeping of the post holders stocks and materials kept within their vehicle and used in the course of their work.
- Working out with normal working hours if required for the 24 hours emergency response service to customers.
- Being flexible when required, to work to job completion.
- Knowledge, understanding and application of current wiring regulations.
- Experience in rewiring, repairing and electrical testing in all types of Properties domestic and non-domestic
- Knowledge, understanding and application of working with all types of cables.
- Experience and practical knowledge of fixed wiring testing.
- Knowledge, understanding and application of Portable Appliance Testing.
- Experience and practical knowledge of Control and system wiring.
- Experience and practical knowledge of wiring and installation of computer networking.
- Experience and practical knowledge of lighting installations.
- Experience, Knowledge, understanding and application of conduit, trunking and tracing installation.
- Ability to read and understand building drawings and have a broad knowledge of general building construction.
- Knowledge of potential risks associated with the operational delivery of the Maintenance service.
- Responsible for accessing, and contributing to the risk register and all health & safety information along with other associated documentation pertaining to the work
- Such as C.O.S.H.H, (Control of substance hazardous to health) and risk assessments.

- Must have an understanding and knowledge of asbestos and be able to recognise such material in the course of work. Follow the Councils guidelines and procedures if identified.
- Erecting and dismantling, Mobile Access Platforms and Easy Dec Systems
- To comply with all statutory regulations as they apply to the maintenance Service. E.g. Health & Safety at Work Act 1974, The Electricity at Work Regulations 1989 and the Statutory performance Indicators

These responsibilities may be varied from time to time to reflect the changing priorities of the Council and the demands made upon it.

Section D
MAIN DUTIES AND RESPONSIBILITIES

The post holder should contribute to the Service goals and objectives:

- Act as a role model to colleagues, and others by positive example
- Be proactive in doing what they know needs to be done and encouraging others to do the same
- Works by positive example, demonstrating a can do attitude
- Does not wait to be led, takes responsibility for managing their own time and activities effectively, whenever they can do so
- Plans, organises and prioritises own workload to complete accurately, on time and with the minimum of supervision
- Managing competing priorities effectively
- Demonstrating high personal and professional standards
- Work collaboratively both within and out with a team

The post holder will be responsible for delivering excellent results and:

- Act with integrity as a council representative, the post holder will be required to work in tenanted and occupied houses/premises where no other council employee is present
- Always put the customer first
- Will always be courteous and have respect for others
- Aims to give the customer a first class service and get it right first time
- Ensure the customer are informed and updated on the progress of work
- Goes the extra mile to get things done
- The post holder will be required to work in secure locations such as schools, care homes and other public buildings , this will require an adherence to the rules within the building and a degree of sensitivity.

Section E
KNOWLEDGE, SKILLS AND EXPERIENCE
Essential:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Recognised time served Electrician qualified to the 18th Edition IEE regulations.	• Application • Interview
2.	Have the City Guilds Certificate or equivalent electrical qualification	• Application • Interview
3.	Possession of a current SJIB Grade Card	• Application • Interview
4.	Display sound knowledge of the electrical maintenance , testing and repair	• Application • Interview
5.	Have a sound knowledge, training and experience of the relevant electrical Health and Safety at work Regulations	• Application • Interview
6.	Knowledge and awareness of potential risks associated with the operational delivery of electrical maintenance with domestic and public building	• Application • Interview
7.	Experience working at heights and in confined spaces	• Application • Interview
8.	Have a flexible approach to work and if required participate in our out of hours emergency stand by response team to provide a 24hrs service to our customers	• Application • Interview • Reference
9.	Integrity, confidence and credibility	• Application • Interview • Reference
10.	Customer Focus	• Application • Interview • Reference
11.	A good level of fitness	• Application • Health Check
12.	Current Clean full driving licence	• Application • Interview

Desirable:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Have a relevant City & Guild Inspection and Testing Qualification or in the process of gaining this qualification	• Application • Interview
2.	Proven experience of working in a customer focused building maintenance environment	• Application • Interview
3.	An understanding and knowledge of asbestos containing materials	• Application • Interview

Section F
WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

The role will predominantly be working indoors however there will be the occasion where outside working is required.
A good level of fitness is required for this post as the post holder will be required to work at heights, confined spaces & manual handling of materials
The post holder may also be required to work in adverse weather conditions

Section G
PHYSICAL CO-ORDINATION

The post holder must have the ability to use their hands skilful, coordinated way to grasp and manipulate tools, materials and demonstrate small and precise movements therefore manual dexterity is essential for the post
To adopt new technology and process in order to optimise the benefits from new working practises to ensure efficiency and best practise for the service. Such as mobile working and a works management appointment system

Section H
MENTAL SKILLS

- This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- The post holder must have the ability to work on their own initiative and be able to problem solve , prioritise their workload and be able to assess and order materials required for the task

Section I
CONCENTRATION

The post holder must have a good level of concentration and be able to focus their attention to the tasks they are carrying out especially when working in a populated area.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

Responsible for ensuring effective, clear and concise communication between the potholder, customer and colleagues by:

- Demonstrating good oral, written and listening skills
- Communicate in a polite and professional manner
- Ensuring works orders and timesheets are completed satisfactory, to ascertain the work carried out
- That proper records are kept of the employees work undertaken

- Shows awareness of sensitive issues and is careful about what and how they express themselves
- Establishes and maintains effective working relationships with internal and external customers
- Takes responsibility for any information in their possession

The post holder will act as a Role Model, demonstrating and proving the importance of working with others:

- Being flexible when required, and operates on a give and take basis
- Demonstrating, cooperative working by being open and honest with other
- Recognising the value and contribution of others
- Is always approachable and builds a good rapport with colleagues
- Ensure own tasks and activities contributes to the teams goals and objectives
- Supporting colleagues, and sharing knowledge and skills
- Has respect for and is courteous to others
- Provide on the job training and mentoring on work methodology and practises for apprentices and trainees ensuring their safety and wellbeing on the job.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

T**he post holder 's Accountability and Key Priorities are:**

- Responsible for the operation and safekeeping of the vehicle, plant and equipment allocated to the post holder.
- Responsible for the operation and safekeeping of the post holders stocks and materials kept within their vehicle and used in the course of their work.
- Ensuring works orders and timesheets are completed satisfactory, to ascertain work carried out
- Being responsible and providing documented evidence and monitoring performance
- Reviewing inspecting and making decisions on nature and content of work, based ion the post holders knowledge and experience considering at all times the cost, necessity and quality of work within the services responsibility, and informing customers of best decision.

Section L

INITIATIVE AND INDEPENDENCE

The post holder is responsible for own workload and seeks to contribute positively to the service goals, targets and objective :

- Sees all tasks through to completion
- Aims to complete the checking and ensure the quality of all electrical works
- Manages work priorities and targets to ensure maximum efficiency and timescales are met
- Review and amend operational plans in response to changing needs and circumstances
- Seek help if workload becomes unmanageable or problems arise
- Demonstrates real commitment to continuously improving what they do and how they do it
- Identify own learning needs.

- Actively participate in discussions about their own development.
- Wholeheartedly embrace learning opportunities which are provided.
- Demonstrate the ability to react and adapt positively to change
- Maintains efficiencies as systems and procedures change.
- Adopts new initiatives in an enthusiastic manner.
- Steps into the work of colleagues when required.

Section M

EQUAL OPPORTUNITIES

Staffs are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.